

Learning That Works



**1999-2000
Catalog**



**Coconino Community
College**

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Academic Calendar 1999-2000

Fall 1999

(August 9, 1999 – December 18, 1999)

August 9-27	Pre-session
August 30	Instruction Begins
September 6	Labor Day Holiday— College Closed
September 22	Deadline to Drop Without Record
November 11	Veteran's Day Holiday— College Closed
November 24	Deadline for Student Initiated Withdrawal
November 25-28	Thanksgiving Holiday— College Closed
December 11	Last Day of Instruction
December 13-18	Final Examination Period
December 23-31	Winter Break—College Closed

Spring 2000

(January 18, 2000 – May 13, 2000)

January 3	New Years Day Holiday (Observed)—College Closed
January 17	Martin Luther King Holiday— College Closed
January 18	Instruction Begins
February 14	President's Day Holiday— College Closed
March 2	Deadline to Drop Without Record
March 6-12	Spring Break—Flagstaff— No Classes
March 13-19	Spring Break—Page—No Classes
April 21	Deadline for Student Initiated Withdrawal
May 6	Last Day of Instruction
May 8-13	Final Examination Period
May 12	Commencement
May 29	Memorial Day Holiday— College Closed

Summer I – 2000

(June 6, 2000 – July 6, 2000) (18 days)

June 6	Instruction Begins
June 12	Deadline to Drop Without Record
June 22	Deadline for Student Initiated Withdrawal
July 4	July 4th Holiday—College Closed
July 6	Last Day of Instruction

Summer II – 2000

(July 10, 2000 – August 9, 2000) (19 days)

July 10	Instruction Begins
July 17	Deadline to Drop Without Record
July 27	Deadline for Student Initiated Withdrawal
August 9	Last Day of Instruction

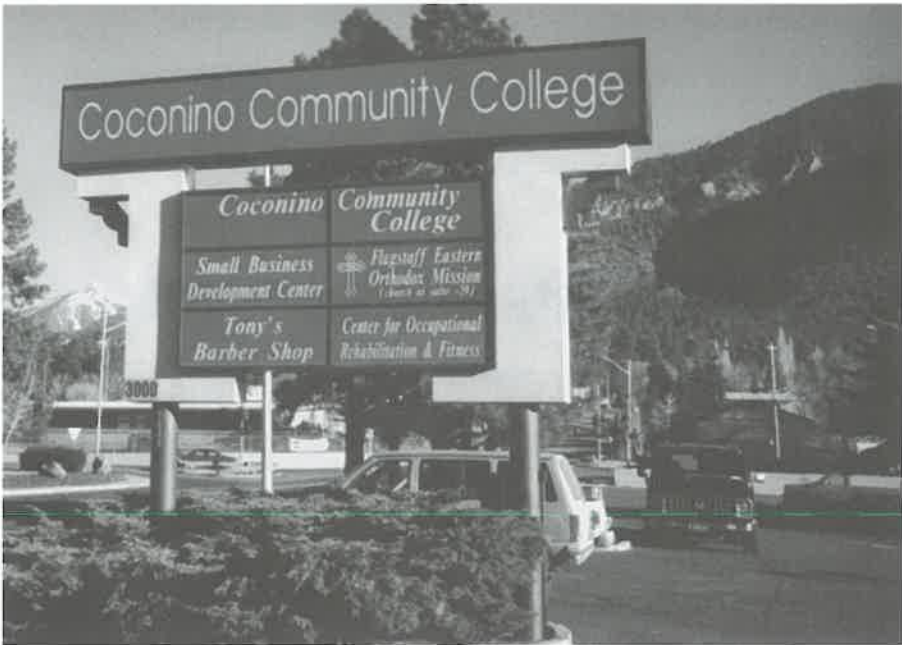
Summer IA – 2000

(June 6, 2000 – August 9, 2000) (37 days)

June 6	Instruction Begins
June 29	Deadline to Drop Without Record
July 4	July 4th Holiday—College Closed
July 20	Deadline for Student Initiated Withdrawal
August 9	Last Day of Instruction

Note—Detailed calendars including registration dates and information may be found in each semester's Schedule of Classes. The College reserves the right to make changes to the calendar without notice. Mid-semester exams are at the options of individual instructors.

Flagstaff Campus



Page Campus



Phone Listing

FLAGSTAFF CAMPUS

Administrative Center
3000 North Fourth Street
PO Box 80,000
Flagstaff, Arizona 86003-8000
520-527-1222
800-350-7122 (*Arizona only*)
520-527-8693 (TTY/TTD)
Fax 520-526-1821

PAGE CAMPUS

Administrative Center
475 S. Lake Powell Blvd.
PO Box 728
Page, Arizona 86040-0728
520-645-3987
Fax 520-645-3501

CAMP NAVAJO GRAND CANYON WILLIAMS

Dean for Continuing Education
PO Box 80,000
Flagstaff, Arizona 86003-8000
520-527-1222, Ext. 244
800-350-7122, Ext. 244 (*Arizona only*)
Grand Canyon Area Coordinator:
Sally Wahler 520-638-2087 (home)

For More Information

General Information

Admissions & Records
Advising
Business Office
Bookstore/Textbooks
Community Service Program
Computer Lab
Continuing Education/Credit Free
Disability Resource Services
Educational Opportunity Center
Facilities
Faculty Offices
Faculty Fax
Financial Aid Services
Human Resources
Institutional Research
Learning Enhancement Center
Library, Cline (NAU)
Library, Page Public
Library Services/Information
Resource Services (CCC)
Multimedia Services
Northern Arizona University Program
Coordinator, Page
Phi Theta Kappa
Public Relations Office
Registration/Records
Scholarship Information
Security
Pager
SelfPRIDE (Single Parent/Displaced
Homemaker Services)
Small Business Development Center
Student Development Services
Student Employment Services
Student Leadership Council
Tech Prep Coordinator
Transfer Student Ombudsperson (TSO)
Transcripts
Veterans' Services
Vocational Counseling Services

Flagstaff Campus

520-527-1222
800-350-7122 (*Arizona only*)
520-527-8693 (TTY/TTD)
Ext. 250
Ext. 320
520-527-4441
520-526-0306
Ext. 223
Ext. 328
Ext. 244
Ext. 243
Ext. 202
Ext. 271
Ext. 320
520-527-8790
Ext. 219
Ext. 344
Ext. 212
Ext. 301
520-523-2171
-
Ext. 272 or Ext. 502
Ext. 272 or Ext. 502
-
Ext. 350
Ext. 312
Ext. 250
Ext. 219
Ext. 284 or
520-773-2620
Ext. 323
Ext. 244 or 520-526-5072
Ext. 334
Ext. 314
Ext. 221
Ext. 329
Ext. 208
Ext. 250
Ext. 219
Ext. 323

Page Campus

520-645-3987
Ext. 103
Ext. 109
Ext. 100
888-671-BOOK (888-671-2665)
Ext. 109
Ext. 106
Ext. 103
Ext. 104
Ext. 103
-
-
520-645-3501
Ext. 109
Ext. 102
-
Ext. 104
-
520-645-4270
Ext. 104
Ext. 104
520-608-0115
-
-
Ext. 103
Ext. 109
Ext. 103
-
Ext. 109
800-350-7122, Ext. 244
Ext. 109
Ext. 109
-
-
800-350-7122, Ext. 208
Ext. 103
Ext. 109
Ext. 109

Welcome to Coconino Community College



Message from the President



Congratulations! You have selected a fine institution to pursue your higher education. Coconino Community College is well known as a primary learning institution. You will find that CCC provides a stimulating and supportive environment designed to help you reach your educational and career goals.

At Coconino Community College our primary goal is quality education. Here students are the number one priority. Our excellent faculty and staff are deeply committed to serving students. CCC provides excellent vocational, technical and basic skill programs through which you may acquire or update the skills necessary for successful employment and advancement in the work force. We also provide high-quality associate degree programs designed to meet the first 2-years of a baccalaureate degree.

Coconino Community College is fully accredited by the North Central Association. This means that most of the college level courses are transferable to 4-year institutions. Through transfer agreements and the use of our course equivalency guide, you can easily transfer to one of Arizona's universities. It is not uncommon for our transfer students to perform as well as or better than students who began their studies at a 4-year institution.

As you join nearly 4,000 fine students, please accept my warmest welcome and most sincere wishes for an excellent and rewarding experience at CCC.

Sincerely,

David A. Williams, Ed.D.
President

Web site: www.coco.cc.az.us



District Governing Board



Paul Neuman
Board Chair
Flagstaff, Arizona
District 4



Tom Atwood
Board Secretary
Flagstaff, Arizona
District 2



Dan Baertlein
Williams, Arizona
District 3



Val Gleave
Page, Arizona
District 5



Nathaniel "Nat" White
Flagstaff, Arizona
District 1



Mike Clifton
Coconino County Representative
State Board of Directors for
Community Colleges of Arizona

Philosophy & Mission



Coconino Community College is a multi-campus public institution of higher education serving primarily the residents of Coconino County. College faculty and staff aspire to challenge students academically, encourage pride in self and heritage, and promote an appreciation for other cultures. The College is dedicated to the ideals of life-long learning by addressing the whole person through its commitment to those who seek to improve their skills, enrich their lives, and enhance their futures. The faculty and staff strive to advance the democratic ideals of equal opportunity for success, individual worth, and informed responsible citizenship.

*The mission of Coconino Community College
is to promote student success through
comprehensive learning opportunities
for its community.*

The College is fiscally accountable for its educational programs and support services. As a degree-granting institution, the College assesses its programs, services, and student academic achievement for the purpose of continuous improvement and to guide strategic planning and decision-making. To accomplish its mission, the College provides access to educational opportunities for a diverse student population. The College promotes cultural, intellectual, physical and social development, technical competence, and serves as a resource for community development. As a member of the Arizona State Community College System, Coconino Community College accepts the mandate to offer the following:

- Transfer education
- Occupational education
- General education
- Continuing education
- Developmental education
- Student services
- Cultural and community service

Strategic Goals

In order to carry out our mission, Coconino Community College has developed the following strategic goals:

- Promote student success and satisfaction through support services, attention to “at risk” students, and innovative instruction and delivery.
- Provide an environment of excellence in which individual worth and diversity are valued through recruitment, retention, team building, instruction, and organizational culture.
- Offer transfer and general education which provides basic skills and emphasizes communication, critical thinking, and logical reasoning, enabling students to contribute as responsible members of society.
- Prepare students for work in a technological world economy.

- Foster partnerships with business, industry, educational institutions, and other community organizations for mutual benefit.
- Provide community service, continuing education, and cultural activities.
- Strengthen the fiscal base of the College to better meet student needs.
- Pursue opportunities to develop cost-effective and environmentally-sound facilities.

In keeping with its tradition of innovation and inquiry, Coconino Community College periodically reviews its strategic plan. The College encourages student participation in the strategic planning process. Please contact the Director of Institutional Research for more information.

Assessment & Institutional Effectiveness

Coconino Community College is committed to its mission to promote student success through comprehensive learning opportunities. Assessment is the ongoing process of analyzing and evaluating CCC’s functions and activities. Information gathered enables the College to understand its effectiveness and improve its educational offerings and services.

Assessment and institutional effectiveness activities at CCC emphasize feedback on teaching and learning. The

information is used to plan and improve instruction, support services, administrative functions, and cultural and community support.

Students and community members at large are asked to participate in assessment activities which may include, but are not limited to, examination, performance assessments, surveys, focus groups, interviews, and follow-up studies. Participation in these activities is appreciated and valued by members of the College community.

Coconino County Community College Foundation, Inc.



The Coconino County Community College Foundation, Inc. was founded in 1993 under Arizona law as a non-profit corporation. It is fiscally and organizationally separate from the College with its own Board of Directors. Its purpose is to receive private gifts, bequests, and donations; to account for, manage, and help appreciate monies or property submitted to the Foundation; and to help the College with projects and opportunities which may not be funded by public funds.

Funds for the Foundation are distributed to benefit and advance Coconino Community College and for the encouragement and subsidization of the students and faculty of CCC.

The Foundation Board of Directors is composed of selected residents of Coconino County who represent positive leadership and community influence and have expressed an interest and desire to use their influence on behalf of the College through the Foundation.

The Foundation is prepared to support programs and activities of the College which promote the objectives of the institution. Foundation activities

and support include, but are not limited to, scholarships and financial aid for students, recognition of

outstanding scholarship or leadership, recognition for cost savings suggestions, development of special facilities, awards for special achievement, management and investment of funds, support of the College library, procurement of special equipment, planning for special College activities and programs, and development of area-wide interest in support of the College.

Gifts to the Foundation may be made in several ways and may usually be arranged to simultaneously achieve maximum tax benefits for the donor and provide generous support for education.

Contributions may be made by gifts of cash, real or personal property, securities, provision of a will, gifts of insurance policies, or the establishment of trusts.

Gifts may be awarded for specific purposes or given without restrictions.

The Coconino County Community College Foundation, Inc. supports quality education through excellence, achievement and commitment.

*The mission
of the Foundation
is to promote
the purpose
and
goals of
Coconino
Community
College,
to enhance the
opportunities for
Coconino County
residents.*

Accreditation & Affiliation

Coconino Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. Coconino Community College is a member of the following organizations:

- | | |
|---|--|
| American Association of Collegiate Registrars and Admissions Officers | Community College Institute for Research and Development |
| American Association of Community Colleges | Council of North Central Two-year Colleges |
| American Library Association | Flagstaff Alliance for the 21st Century |
| American Payroll Association | Government Finance Officers Association |
| Arizona Academic Administrators' Association | Greater Flagstaff Economic Council, Inc. |
| Arizona Association for Institutional Research | Greater Williams Economic Development Council |
| Arizona Association for Supervision and Curriculum Development | International Accounts Payable Association |
| Arizona Association of Collegiate Registrars and Admissions Officers | Mojave Educational Services Cooperative |
| Arizona Association of District Governing Boards | National Academic Advising Association |
| Arizona Association of Student Financial Aid Administrators | National Association of College and University Attorneys |
| Arizona Association of Student Personnel Administrators | National Association of College and University Business Officers |
| Arizona Association of Veterans' Program Administrators | National Association of Colleges Auxiliary Services |
| Arizona Coalition for Human Services | National Association of Educational Buyers |
| Arizona Community College Association | National Association of Purchasing Managers |
| Arizona Community College Presidents' Council | National Association of Student Employment Administrators |
| Arizona High School/College Relations Council | National Association of Student Financial Aid Administrators |
| Arizona Occupational Administrators' Council | National Association of Student Personnel Administrators |
| Arizona PostSecondary Access Coalition | National Association of Veterans' Program Administrators |
| Arizona Society of Certified Public Accounts | National Council for Occupational Education |
| Arizona State Small Business Development Center Network | National Institute for Staff & Organizational Development (NISOD) |
| Arizona Vocational Association | North Central Association of Community Colleges and Schools |
| Association for Institutional Research | Northern Arizona Human Resources Association |
| Association for Women in Psychology | Pacific Association of Collegiate Registrars and Admissions Officers |
| Association of College and Research Librarians | Society for College and University Planning |
| Association of Small Business Development Centers | Society of Human Resource Management |
| Association on Higher Education and Disability | Western Association of Student Employment Administrators |
| Chambers of Commerce — Flagstaff, Sedona, Page, Williams, Grand Canyon | Western Association of Student Financial Aid Administrators |
| Coconino County Private Industry Council | |
| College and University Personnel Association | |
| Community College Business Officers | |

Support Services, Clubs & Activities, CCC Partnerships



Student Orientation

Student Orientation covers information about all support services the College has to offer: financial aid, registration, advising, student activities and clubs, tips on how to be successful in college and many more. If you are new to the college or are thinking about attending CCC, please come to a student orientation session. Meet other new students like you and learn more about the college. An orientation is usually scheduled the week before the beginning of every semester. Check the college schedule or contact Student Development Services for the exact time and date of student orientation.

Advising

Whether you are still exploring your career goals or if you already know your educational plan, advising is important. CCC advisors are trained to assist you with focusing on your career goals, developing educational plans, and determining the transferability of courses and programs.

There are 2 types of advising:

1. Registration Advising

This walk-in advising Registration Advising takes place during registration. This short-term advising is intended to help you work out a schedule for the current semester only. You should still see an advisor to work on your long-term educational plan. This registration advising should not, and cannot, take the place of program advising.

2. Program Advising

The goal of program advising is to assist you in developing and following an educational plan (degree, certificate, transfer). During program advising, you and the advisor will discuss your career goal, review the classes you have taken and create a plan that will best suit your interests. Program advising takes place by appointment only.

Contact Student Development Services to schedule an appointment for program advising.

Learning Enhancement Center

As a CCC student, you can get help for your classes at the LEC. For example, learning assistants are available to help you with study skills, math, science, writing papers, preparing presentations, and modern languages such as Navajo, Spanish, and American Sign Language. Our purpose is to help you **learn how to learn**.

Friendly staff will guide and challenge you as you work on your assignments. We will also help you use the books and computers that are available in the LEC. We hope you will learn when and how to use these resources on your own. We encourage you to work

with other students to solve problems and study class materials. If your study group needs tips on how to work together effectively, we offer those too. Finally, learning assistants are here to help you with the things you have already heard about from your instructors. We aim to complement their teaching.

Please come see us in the LEC. We are here to help you.

Information Resource Services

The Information Resource Center provides you with print and electronic materials to help you find resources to do your class assignments. You can search through databases to find full-text journal articles, use the internet to view other libraries' holdings, find autobiographies of famous authors, or use materials that your teachers have reserved for you. CCC students in Flagstaff enjoy full access to Northern Arizona University's library services. Students at the Page Campus are eligible for a Page Public Library card. Information Resource Services is located in the Learning Enhancement Center.

Financial Aid and Scholarships

Do you need help funding your education? CCC offers a variety of financial aid and scholarships to full- and part-time students. Financial aid options include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), and Leveraging Educational Assistance Partnership (LEAP), formerly known as the State Student Incentive Grant (SSIG) Program. These are need-based programs, which means that you have to show a financial need to obtain one. Veteran's benefits are also available for eligible students.

CCC does not offer any federal loan programs (Federal Direct, Federal Perkins, Federal Stafford Loans).

We also have various scholarships available every year. Applications are usually accepted in March for the following academic year. Depending on the sponsor of the organization providing the scholarship, your application is reviewed based on need, academic achievement, and/or your community involvement in various areas. We are also approved to train students under government educational programs for veterans and eligible dependents of deceased or disabled veterans. Please contact Financial Aid and Veterans Services for more information and applications on financial aid, scholarships and veterans assistance.

Self PRIDE

The Self PRIDE program is intended for single parents and displaced homemakers who need assistance in

obtaining vocational training for a degree or certificate. You can get career and academic advising, discuss various skills you can work on to make you more competitive in the job market, and find out about other community services available to you. If you are a single parent or displaced homemaker and don't know where to start to begin or continue your education, please contact Self PRIDE.

Career Exploration and Educational Planning

Are you undecided about your major? Are you unsure about your career goals? Are you interested in different professions but don't know which one to pursue? Or, are you completely undecided about what you might want to do in the future? Based on your interests and situation, you can talk to professionally trained career counselors and get advice on your educational plan and/or career goals. Choose whichever option below is most suitable for you:

1. Vocational Counseling

If you are considering completing a degree or certificate at CCC and do not plan to transfer to a 4-year university, you can discuss your educational and career options with the Vocational Counselor. Or, if you are thinking about transferring to a 4-year university in the following areas: Administration of Justice, Business Administration, Hotel and Restaurant Management, or Vocational Technology Education, you can also develop your educational plan with the Vocational Counselor.

2. Academic Counseling

If you are planning to transfer to a 4-year university but are undecided about your major, you can discuss your educational options with the Student Development Coordinator.

3. Career Exploration Software

You can also explore your career interests using a software program called SIGI Plus. Use this information to further discuss your career goals with an advisor. SIGI Plus is located in the Learning Enhancement Center.

Clarify your short and long-term goals and work on an educational plan with your counselor. Contact Vocational Counseling Services or Student Development Services to make an appointment.

Student Employment Services

The Student Employment Services (SES) provides you with a job posting of available positions inside and outside of CCC, including Federal Work Study positions. Companies in town, in Arizona, and nationwide send their information to the college and you can see them

posted on the job bulletin board. If you need help finding a job, writing your resumes or preparing for an interview, contact SES.

Disability Resource Services

If you have a disability and need accommodations to obtain equal access to CCC curriculum and activities, contact Disability Resource Services. Some of the services you can get include, but are not limited to, note taking, books on tape, classroom or learning assistance, sign language interpreting, test taking accommodations, alternative format for documents, and many more.

Internships

CCC is committed to providing learning opportunities and leadership experience for interns when it is of mutual benefit to the college and the interns. Credit or non-credit internships are categorized into 2 levels: 1) instructional and 2) general internship. Interns must meet the minimum qualifications for a position.

Although we endeavor to provide learning opportunities for interns, no guaranteed placement for all interns is possible. For more information, contact the Human Resources office.

Community Service Program

The Community Service Program has been developed to provide you and other community members the opportunity to become more aware of community service needs, share your unique skills with the community, while gaining experience to improve your career options. The program is primarily a volunteer experience but there is some funding from the Title IV Federal Work Study Program if you qualify for federal assistance. This program is part of the Federal Work Study program administered by Financial Aid Services. For further information, please contact the Community Service Program coordinator.

Non-Credit Courses/

Continuing Education Programs

Non-credit short-term courses and workshops are offered throughout the year. These courses are designed to meet the learning needs of a wide variety of students. For example, we offer computer courses in using word processing applications, spreadsheets, and databases. You are not required to meet the same criteria that are expected of the regular credit-bearing courses to enroll in these programs. Registration is a simplified process, and college credit is not available. For additional information about these programs call the Continuing Education Office.

Campus Security

Security on locations where CCC classes are held is available during regularly scheduled classes and lab hours. A Campus Security Report is also available from CCC.

Bookstore

You can purchase textbooks and supplies from the bookstore on the Flagstaff campus. Page Campus textbook sales are conducted on site prior to each semester. Contact the College Store for more information.

Computer Lab

The Computer Lab is available for CCC students. You can go to the open computer lab to do class assignments, internet research, take online courses offered by the Arizona Learning Systems, or do email for class work. All CCC students have free access to email and the internet in the lab. A lab aide is always available to assist you with computer problems.

Clubs & Activities

Phi Theta Kappa

Phi Theta Kappa International Honor Society was founded for community colleges in 1918. Since then, it has become the largest and one of the most prestigious honor societies in higher education. The organization recognizes and encourages scholarship by providing the opportunity for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence.

Membership in Phi Theta Kappa (PTK) honor society will open new doors for your academic journey. Membership is based primarily on academic achievement. You must have a grade point average of 3.5 after completing at least 12 academic credits. To continue membership, you must maintain a GPA of 3.0 per semester. For more information, contact PTK. PTK participates with the American Association of Community Colleges and USA Today in the Academic

All-USA Team Program, a competition to select the most outstanding students in the nation's community, technical, and junior colleges. CCC's 1998-99 All-Arizona Academic Team recipients were Eric Borst and Elizabeth Hale. For more information on the All-Arizona Academic Team, contact Student Development Services.

Student Leadership Council (Flagstaff only)

The Student Leadership Council's mission is to collaborate with the College community as an advocate of student rights and needs, instill leadership qualities through a collaborative learning process which emphasizes and enhances individual empowerment, and facilitate coordination between the College and staff in planning and implementing student organization and club activities and events.

The Council is open to all CCC students and meets weekly during each semester beginning the second week of classes. For more information contact Student Development Services.

CCC Partnerships

ALS

Arizona Learning Systems (ALS) is an alliance of Arizona's urban and rural community colleges whose purpose is to provide learner-centered education environments that are supported by a strong technological backbone. Through ALS you can take online courses offered by CCC or other community colleges in the state while experiencing being a distant learner. For the current course offerings, go to CCC's web site at www.coco.cc.az.us, check the Class Schedule, or contact Admissions and Records.

Educational Opportunity Center (EOC)

The Educational Opportunity Center is a program organized by Northern Arizona University that provides information about colleges, universities, and vocational/technical schools in Arizona and other states in the US. You can also get assistance with applying for admissions, financial aid, scholarship applications, and career exploration.

Reserve Officers Training Corps (ROTC)

Through an arrangement with Northern Arizona University (NAU), CCC students in Flagstaff can take freshmen and sophomore year classes in ROTC. The goal of the ROTC classes is to provide a foundation of military knowledge and skills needed by junior officers in the military. You can register for these classes at CCC and take the courses at NAU. For further information, contact Air Force ROTC at 520 523-2060 or CCC's Student Development Services.

Small Business Development Center (SBDC)—Helping Coconino County Businesses Maximize Their Successes

Has this ever crossed your mind, "What a great idea for a new business! I wonder how to get started?" Or, maybe you already run your own business. "Seems like I'm doing OK but I wonder how I can be more profitable. How can I get more customers?"

If you are an entrepreneur or considering self-employment, these and similar questions can be answered by

the staff of CCC's Small Business Development Center. The SBDC is a partnership between CCC and the US Small Business Administration (SBA). SBDCs were established by Congress in 1980 and are currently located in over 900 community colleges and universities nationwide. The CCC SBDC provides direct counseling, pertinent business management training, and up-to-date information resources to the Coconino County business community. No-cost, confidential counseling services focus on a variety of business management issues, including business planning, financial management/analysis, marketing strategies, international trade, and funding sources. Perhaps the best counseling service the SBDC offers is an objective third party perspective to help clients identify and solve problems, as well as determine realistic priorities and goals. In 1998, the SBDC provided professional guidance and advice to over 400 clients countywide. Business owners in the outlying communities are not required to travel to Flagstaff for assistance; SBDC staff visit Williams, Page, Sedona and Tuba City on a regular basis.

In cooperation with the CCC Division of Occupational/Professional Education, the SBDC offers an array of business development courses and seminars. Participants are able to earn college credit for some of the courses. Topics include:

- Minding Your Own Business (a business start-up workshop)
- QuickBooks in Your Business
- Understanding Financial Statements
- The Nuts and Bolts of Marketing
- Where's the Money? Meet the Lenders! (co-sponsored by the Greater Flagstaff Economic Council and the Flagstaff Chamber of Commerce)
- The Anatomy of a Business Plan

The SBDC maintains a comprehensive information resource library of publications, videotapes, audio-tapes, CD-ROMs, and software. Most of the non-computer resources are reprinted (within copyright limitations) or loaned to clients at no cost. For clients who are exploring the business opportunities of the world wide web, the staff also provides "test drives" on the Information Superhighway.

The SBDC is located at the east end of CCC's Flagstaff campus. Feel free to stop by anytime or call 520-526-5072 (Flagstaff and Williams) or 800 350-7122 extension 244 (elsewhere in Coconino County).

Workforce Training Programs

The College provides customized courses and workshops which are devoted to meet the workforce development needs of individual firms or industry clusters. These courses are offered at the College or at the employers' place of business. Courses are delivered using traditional and computer-based instructional

methods. In 1998, CCC provided on-site training at Ralston Purina Company, W.L. Gore & Associates, Salt River Project/Navajo Generating Station, New England Business Service, and Navajo Army Depot. In addition, many other public and private sector firms enrolled their employees in specially designed course offerings at CCC.

The computer-assisted courses use PLATO as an instructional tool. The PLATO Learning System is computer managed instructional courseware that provides learners with knowledge that spans a wide range of subject areas. Each course is targeted to specific competencies and skill levels. Subjects and topics include many of the necessary basic skills: communications (reading, writing, and presentations), mathematics, science (biology, chemistry, and physics), social and behavioral sciences (economics, geography, history, political science). In addition, PLATO provides instruction in life skills (job and parenting skills), technical skills (blueprint reading, industrial electronics, hydraulic and pneumatic power fundamentals), and health, safety and environmental training. Moreover, PLATO contains courses that are specifically designed to enhance workplace performance: quality fundamentals, writing in the workplace, and data management skills.

The keys to PLATO's effectiveness are its flexibility, affordability, adaptability to individual learning needs, and its comprehensive course content.

For additional information about these workforce training programs, call the Continuing Education Office at the Flagstaff Campus or the Administrative Center at the Page Campus.

Coconino County Tech Prep— Get a Jump on Your Future!

Are you a recent high school graduate from one of the following high schools?

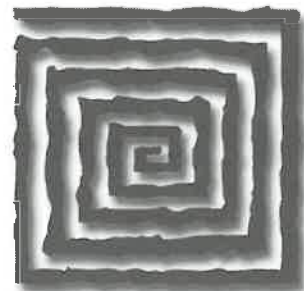
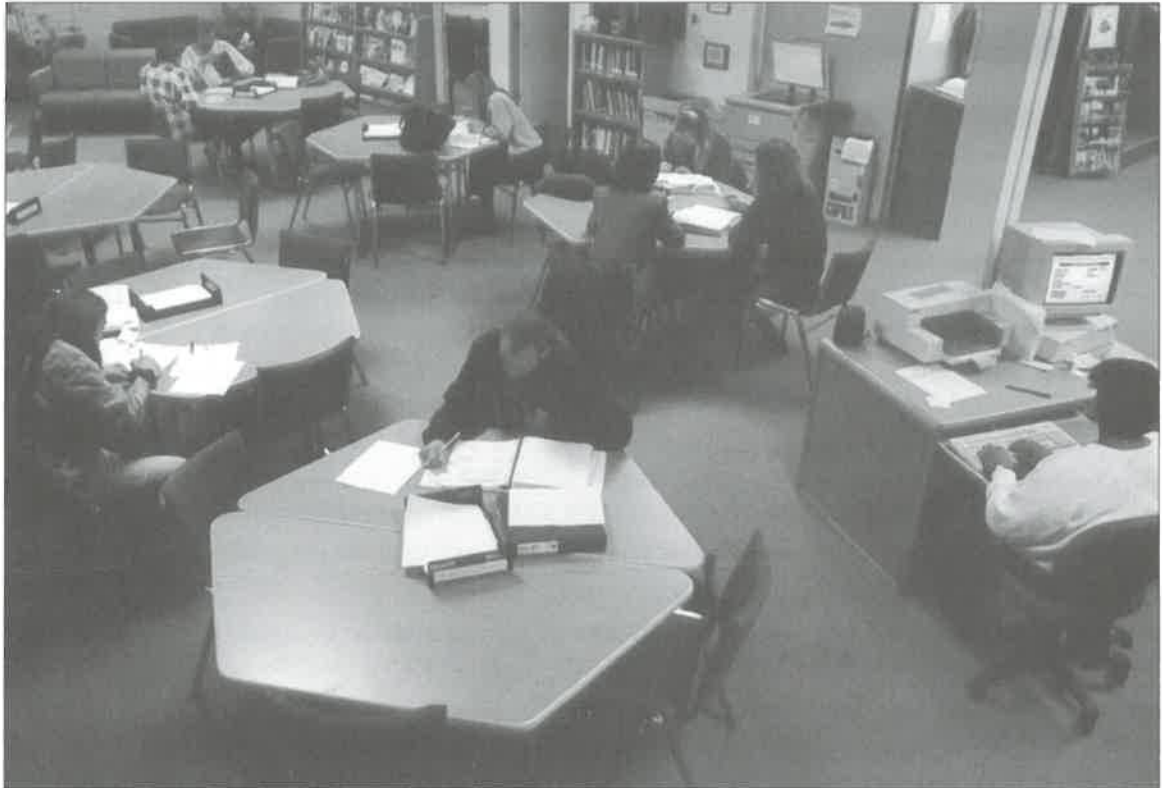
- Flagstaff High School
- Coconino High School
- Sinagua High School
- Page High School
- Tuba City High School
- Greyhills Academy High School
- Grand Canyon High School
- Williams High School

Did you complete a vocational program while in high school? If so, you may have already earned CCC credit for the vocational program you completed in high school.

Before you sign up for a vocational course at CCC, check with Vocational Counseling Services. You may not need to repeat what you have already learned in high school.

For more information, contact the Tech Prep Coordinator.

Guidelines for Transfer and General Education Requirements



Thinking about Transferring?

Make Your Credits Count!

What is AGECE?

- AGECE stands for Arizona General Education Curriculum. AGECE is the best way to make your credits count for most transfer degrees.
- The purpose of AGECE is to provide students attending any Arizona public community college with the opportunity to build a general education curriculum that is transferable upon completion without a loss of credit to another Arizona public community college or university.
- AGECE is a statewide agreement between Arizona public community colleges and Northern Arizona University (NAU), Arizona State University (ASU), and the University of Arizona (U of A). Coconino Community College has begun implementing the AGECE starting the Fall of 1998.
- AGECE is a 35-credit block of lower division general education curriculum that fulfills the lower division general education requirements at any Arizona public community college or university.

Why complete an AGECE?

1. When you complete an AGECE¹, ALL admission requirements are waived at all Arizona public universities. This means that you are unconditionally admitted to any Arizona public university of your choice after completing an AGECE².
2. AGECE satisfies ALL lower division liberal studies requirements at all Arizona public universities.
3. For most majors, if you complete an AGECE and specific courses you need for transfer, you can enter any Arizona public university as a junior. Please see an advisor for more information.
4. Save \$\$ by completing your lower division liberal studies requirements at CCC³! On the average, Coconino Community College's tuition rates are about 1/3 of the Arizona public universities' tuition.
5. Our classes are generally smaller than university freshman/sophomore liberal studies classes.
6. If you have some high school concurrent enrollment credits, and/or CLEP credits that satisfy our general education requirements, these credits can be counted toward an AGECE and will transfer to all Arizona public universities.

Why complete a CCC transfer degree?

All CCC transfer degrees result in an AGECE⁴. Therefore, you get all the benefits of completing an AGECE and more!

- You may be able to transfer into the university as a junior. See an advisor for more information.
- You will have an associate degree, making you more competitive in the job market.

When might AGECE not be necessary?

Some university majors require you to take very specific courses from the beginning of your college education. See an advisor for these majors and to discuss your academic plan.

What happens if you don't complete an AGECE?

- You will need to meet ALL standard university admission requirements.
- You will need to complete university liberal studies requirements which may or may not be the same as Coconino Community College's general education requirements.
- Your general education courses will be evaluated one by one using the Course Equivalency Guide (CEG) instead of being transferred as a general education block, satisfying ALL lower division general education requirements.

Tips for Students Planning to Transfer

- See an advisor as soon as possible. The earlier you develop an educational plan with an advisor, the less of a chance you have of losing credits after transferring to an Arizona public university. Don't wait until you almost graduate to see an advisor.
- Explore your career interest to help you decide on a major early.
- Don't take any more than 64 transferable credit hours because all Arizona public universities accept only a maximum of 64 transferable credit hours⁵.

¹ Arizona residents need to have minimum of AGECE GPA of 2.0. Non-residents are required to have a minimum cumulative GPA of 2.5.

² Depending on the major or department you plan to transfer to at the university, you might still need to meet departmental admission requirements.

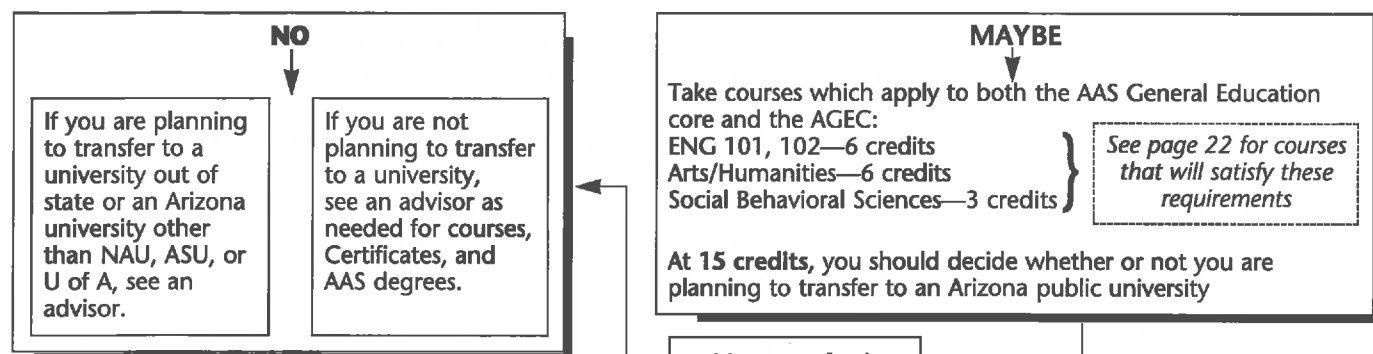
³ You may or may not choose to complete a degree at Coconino Community College.

⁴ At CCC, you don't need to switch catalogs to get the benefits of an AGECE.

⁵ This does not mean that they will accept ALL transferable courses. Please see an advisor to discuss which courses you should take to ensure that you are taking courses that will be counted toward the university graduation requirements.

Decision Points for Transfer Students: Make Your Credits Count!

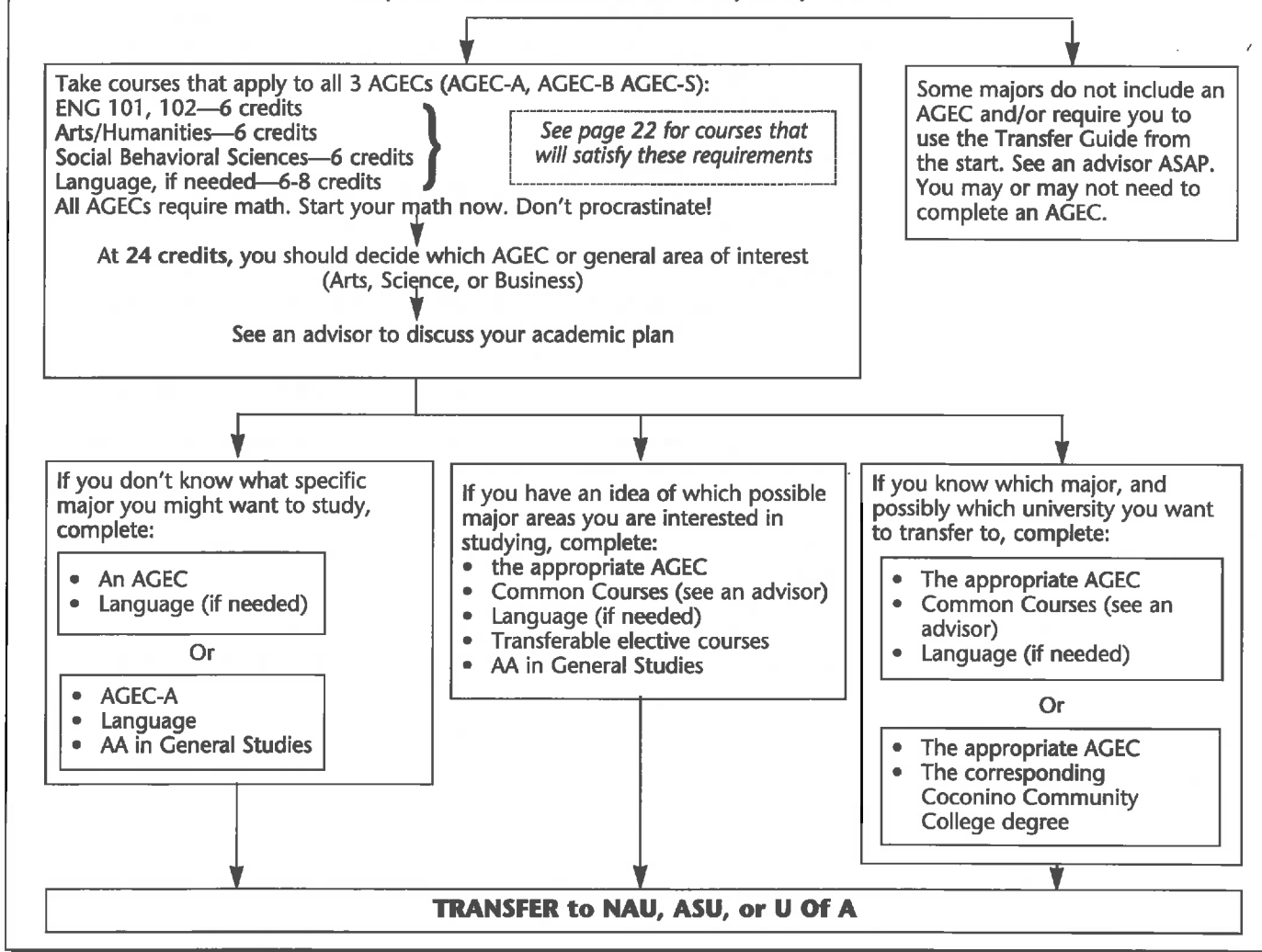
ARE YOU TRANSFERRING TO NAU, ASU, OR U OF A?



Not transferring

Transferring

YES, I'M TRANSFERRING to NAU, ASU, or U OF A



AGEC-A is a 35-credit block of lower division general education curriculum that fulfills lower division general education requirements of **liberal arts majors** (e.g. Anthropology, Social Science, Fine Arts, Humanities).

AGEC-B is a 35-credit block of lower division general education curriculum that fulfills lower division general education requirements of **business majors** (e.g. Business Administration, Computer Information Systems).

AGEC-S is 35-credit block of lower division general education curriculum that fulfills lower division general education requirements of **majors requiring more mathematics and mathematics based science** (e.g. Biology, Chemistry).

Arizona General Education Curriculum-A

(AGEC-A)

AGEC-A is a 35-credit lower division general education curriculum block that fulfills the lower division general education requirements of liberal arts majors (e.g., Anthropology, Social Science, Fine Arts, Humanities).

General Education Requirements		Total Credit Hours
Composition		6
• ENG 101	College Composition I (3)	
• ENG 102	College Composition II (3)	
Mathematics		3-5
• MAT 142 or higher	Applications of College Algebra (3)	
Arts/Humanities		6-9
Courses from 2 or more disciplines must be selected from the approved general education courses in the Arts/Humanities category.		
Social/Behavioral Sciences		6-9
Courses from 2 or more disciplines must be selected from the approved general education courses in the Social/Behavioral Sciences category.		
Physical/Biological Sciences		8
Any 2 courses may be taken from the Physical/Biological Sciences category.		
Options*		0-6
General Education Options may be selected from the above categories or from the Options category		
Total		35 credits

* 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECE.

Special Requirements

Each Special Requirement must be met within the General Education Requirements

- Intensive Writing/Critical Inquiry
- Ethnic/Race/Gender Awareness
- Contemporary Global/International Awareness or Historical Awareness

Arizona General Education Curriculum-B (AGEC-B)

AGEC-B is a 35-credit lower division general education curriculum block that fulfills the lower division general education requirements of business majors (e.g. Business Administration, Computer Information Systems)

Note: Associate in Business degree core courses may not be used to satisfy AGECE-B requirements.

General Education Requirements		Total Credit Hours
Composition		6
• ENG 101	College Composition I (3)	
• ENG 102	College Composition II (3)	
Mathematics		3
• MAT 212 or higher	Business Calculus (3)	
Arts/Humanities		6-9
Courses from 2 or more disciplines must be selected from the approved general education courses in the Arts/Humanities category.		
Social/Behavioral Sciences		6-9
Courses from 2 or more disciplines must be selected from the approved general education courses in the Social/Behavioral Sciences category.		
Physical/Biological Sciences		8
Any 2 courses may be taken from the Physical/Biological Sciences category.		
Options*		0-6
General Education Options may be selected from the above categories or from the Options category		
Total		35 credits

* 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECE.

Special Requirements

Each Special Requirement must be met within the General Education Requirements

- Intensive Writing/Critical Inquiry
- Ethnic/Race/Gender Awareness
- Contemporary Global/International Awareness or Historical Awareness

Arizona General Education Curriculum-S (AGEC-S)

AGEC-S is a 35-credit lower division general education curriculum block that fulfills the lower division general education requirements of majors with more stringent mathematics and mathematics-based science requirements (e.g. Biology, Chemistry).

General Education Requirements		Total Credit Hours
Composition		6
• ENG 101	College Composition I (3)	
• ENG 102	College Composition II (3)	
Mathematics		5
• MAT 220 or higher	Calculus and Analytic Geometry (5)	
Arts/Humanities		6-9
Courses from 2 or more disciplines must be selected from the approved general education courses in the Arts/Humanities category.		
Social/Behavioral Sciences		6-9
Courses from 2 or more disciplines must be selected from the approved general education courses in the Social/Behavioral Sciences category.		
Physical/Biological Sciences		8
• BIO 184	Plant Biology (4) <i>and</i>	
BIO 190	Animal Biology (4)	
<i>or</i>		
• CHM 151	General Chemistry I (4) <i>and</i>	
CHM 152	General Chemistry II (4)	
<i>or</i>		
• PHY 161	University Physics I (4) <i>and</i>	
PHY 262	University Physics II (4)	
Options*		0-6
General Education Options may be selected from the above categories or from the Options category		
Total		35 credits

* 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECS.

Special Requirements

Each Special Requirement must be met within the General Education Requirements

- Intensive Writing/Critical Inquiry
- Ethnic/Race/Gender Awareness
- Contemporary Global/International Awareness or Historical Awareness

General Education Values Statement

The General Education curriculum provides the core of learning in all degree programs and demonstrates the commitment of Coconino Community College to student success. This core of learning includes skills in reading, writing, quantitative and critical thinking which provide a basis for university study or lifelong education. Specific courses emphasize the principles of mathematics, science, or technology; others focus on greater awareness of self, society, and the history and culture of humankind. General Education presents skills and knowledge for students to succeed in academic, career, and life goals.

The following table summarizes the minimum General Education Core Curriculum required for each type of degree offered at CCC. When considering which type of a program is best for you, please note that if you intend to transfer to a university to complete a bachelor's degree, the Associate of Arts, Associate of Business and Associate of Science are the CCC degrees designed for that purpose. The Associate of Applied Science and Associate of General Studies degrees will require additional General Education courses.

Summary of Minimum General Education Core Curriculum Requirements

General Education Core Curriculum	Transfer Degrees			Not intended for transfer degrees	
	Associate of Arts	Associate of Business	Associate of Science	Associate of Applied Science	Associate of General Studies
<u>English Composition</u>	6	6	6	6	6
<u>Mathematics</u>	3	3	3	3	3
<u>Arts and Humanities</u>	6-9	6-9	6-9	6	6
<u>Social and Behavioral Sciences</u>	6-9	6-9	6-9	6	6
<u>Physical and Biological Sciences</u>	8	8	8	4	3
<u>General Education Options¹</u>	0-6	0-6	0-6	-	-
Total minimum credit hours	35	35	35	25	24

¹ 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

General Education Core Curriculum (GECC)

General Education Core Curriculum English Composition (6*)

ENG	101 ^R	College Composition I (3)
ENG	102 ^R	College Composition II (3)

Note—AAS & AGS Degrees may substitute ENG 135 and/or ENG 136. See specific degree program for requirement listing.

Mathematics (3*)

MAT	142 ^W	Application of College Algebra (3)
MAT	151	College Algebra (4)
MAT	184	Functions & Trigonometry (3)
MAT	187	Precalculus (5)
MAT	212	Business Calculus (3)
MAT	220	Calculus & Analytic Geometry I (5)
MAT	230	Calculus & Analytic Geometry II (5)
MAT	240	Calculus & Analytic Geometry III (5)
MAT	262	Differential Equations (3)

Note—AAS & AGS Degrees may substitute MAT 121 or higher or BUS 100. See specific degree program for requirement listing.

Arts and Humanities (6-9*)

Courses from 2 or more disciplines must be selected to meet the requirement.

ART	100 ^R	Art Appreciation (3)
ART	201 ^C	Art History I (3)
ART	202 ^C	Art History II (3)
ENG	236 ^E	Introduction to the American Short Story (3)
ENG	237 ^E	Women in Literature (3)
ENG	238 ^E	Literature of the Southwest (3)
ENG	272 ^W	Creative Writing: Nonfiction (3)
HUM	241 ^{R,W}	Humanities I (3)
HUM	242 ^{R,W,C}	Humanities II (3)
MUS	100 ^R	Music Appreciation (3)
MUS	145 ^R	Jazz History & Literature (3)
PHI	101 ^{R,C}	Introduction to Philosophy (3)
PHI	105 ^{R,E}	Introduction to Ethics (3)
REL	201 ^C	Comparative Religions (3)
THR	101 ^R	Introduction to Theatre (3)

Social and Behavioral Sciences (6-9*)

Courses from 2 or more disciplines must be selected to meet the requirement.

ANT	102 ^{E,C}	Introduction to Cultural Anthropology (3)
ANT	110	Exploring Archeology (3)
BUS	203 ^R	Business Law (3)
BUS	214 ^R	Legal, Ethical & Regulatory Issues in Business (3)
ECN	204 ^{R,W}	Macroeconomic Principles (3)
ECN	205 ^R	Microeconomic Principles (3)
GEO	133 ^{R,C}	World/Regional Geography (3)
HIS	131 ^{R,C}	United States History I (3)
HIS	132 ^{R,C}	United States History II (3)
HIS	136 ^{R,C}	Women in American History (3)
HIS	201 ^{R,C}	Western Civilization to 1660 (3)

HIS	202 ^{R,C}	Western Civilization from 1660 (3)
POS	101	Introduction to Politics (3)
POS	110 ^R	American National Government (3)
POS	120 ^C	Introduction to World Politics (3)
POS	220 ^{R,W}	Arizona & National Constitution (3)
POS	233 ^C	Global Environmental Politics (3)
PSY	101 ^R	Introduction to Psychology (3)
PSY	227 ^{R,W}	Personality Theory (3)
PSY	236 ^{R,E}	Psychology of Women (3)
PSY	240 ^{R,E}	Developmental Psychology (3)
PSY	250 ^{R,W,E}	Social Psychology (3)
SOC	101	Introduction to Sociology (3)
SOC	132 ^E	Social Problems (3)
SOC	142 ^{R,E}	Race & Ethnic Relations (3)

Physical and Biological Sciences (8*)

BIO	100 ^R	Biology Concepts (4)
BIO	105 ^{R,W,C}	Environmental Biology (4)
BIO	184 ^R	Plant Biology (4)
BIO	190 ^R	Animal Biology (4)
BIO	201 ^R	Human Anatomy & Physiology I (4)
BIO	202 ^R	Human Anatomy & Physiology II (4)
BIO	205 ^R	Microbiology (4)
CHM	130 ^R	Fundamental Chemistry (4)
CHM	151 ^R	General Chemistry I (4)
CHM	152 ^R	General Chemistry II (4)
GEO	131 ^R	Introduction to Physical Geography (4)
GLG	101 ^R	Physical Geology (4)
GLG	102 ^R	Historical Geology (4)
GLG	201 ^{R,W}	Ancient Life (4)
PHY	100 ^R	Concepts of Physics (4)
PHY	111 ^R	College Physics I (4)
PHY	112 ^R	College Physics II (4)
PHY	161 ^R	University Physics I (4)
PHY	180 ^R	Introduction to Astronomy (4)
PHY	253 ^{C,E}	Archaeoastronomy (4)
PHY	262 ^R	University Physics II (4)

General Education Options may be selected from the above lists or from the following: (0-6*)

CIS	120	Introduction to Computer Information Systems (3)
FRE	101	Beginning French I (4)
FRE	102	Beginning French II (4)
MAT	160	Introduction to Statistics (3)
NAV	101	Beginning Navajo I (4)
NAV	102	Beginning Navajo II (4)
SLG	101	American Sign Language I (3)
SLG	102	American Sign Language II (3)
SLG	201	American Sign Language III (3)
SPA	101	Beginning Spanish I (4)
SPA	102	Beginning Spanish II (4)
SPA	201	Intermediate Spanish I (4)
SPA	202	Intermediate Spanish II (4)
SPC	100	Fundamentals of Speech Communication (3)

Note—Check your chosen degree program for specific General Education requirements.

Arizona General Education Curriculum (AGEC)

Arizona General Education Curriculum (AGEC)

The Arizona General Education Curriculum (AGEC) is a block of 35 semester credit hours of lower division, general education coursework. There are 3 forms of AGECE:

1. AGECE-A is a 35-credit lower division general education curriculum block that fulfills the lower division general education requirements of liberal arts majors (e.g. Fine Arts/Visual Arts, Psychology, Sociology)
2. AGECE-B is a 35-credit lower division general education curriculum block that fulfills the lower division general education requirements of business majors (e.g. Business Administration, Computer Information Systems)
3. AGECE-S is a 35-credit lower division general education curriculum block that fulfills the lower division general education requirements of majors with more stringent mathematics and mathematics-based Science requirements (e.g. Biology, Chemistry, Geohemistry)

AGECE-A, AGECE-B, and AGECE-S can be completed separately or as part of an Associates degree at CCC and must include the special requirements listed below. The College certifies completion of the AGECE on the official transcript.

A completed AGECE will transfer as a block to meet the lower division general education requirements at any of the Arizona public universities or other Arizona community colleges. Transfer students who wish to earn the associate degree must then meet additional CCC degree requirements. To earn the bachelor's degree, students transferring the AGECE must still meet course prerequisites, major requirements, and upper division requirements at their chosen university.

Special Requirements

Students planning to transfer a completed AGECE must meet the additional Special Requirements listed below. These requirements may be met within the 35 hours of General Education Core Curriculum by choosing 1 course from each of the following lists.

Note—A course can fulfill more than 1 special requirement.

Intensive Writing/Critical Inquiry

This requirement must be completed at Coconino Community College

BIO	105	Environmental Biology (4)
ECN	204	Macroeconomic Principles (3)
ENG	272	Creative Writing: Nonfiction (3)
GLG	201	Ancient Life (4)
HUM	241	Humanities I (3)
HUM	242	Humanities II (3)
MAT	142	Applications of College Algebra (3)
POS	220	Arizona & National Constitution (3)
PSY	227	Personality Theory (3)
PSY	250	Social Psychology (3)

Note—ENG 102 is a pre- or co-requisite for these courses.

Ethnic/Race/Gender Awareness

ANT	102	Introduction to Cultural Anthropology (3)
ENG	236	Introduction to the American Short Story (3)
ENG	237	Women in Literature (3)
ENG	238	Literature of the Southwest (3)
HIS	136	Women in American History (3)
PHI	105	Introduction to Ethics (3)
PHY	253	Archaeoastronomy (4)
PSY	236	Psychology of Women (3)
PSY	240	Developmental Psychology (3)
PSY	250	Social Psychology (3)
SOC	132	Social Problems (3)
SOC	142	Race & Ethnic Relations (3)

Contemporary Global/International Awareness OR Historical Awareness

ANT	102	Introduction to Cultural Anthropology (3)
ART	201	Art History I (3)
ART	202	Art History II (3)
BIO	105	Environmental Biology (4)
GEO	133	World/Regional Geography (3)
HIS	131	United States History I (3)
HIS	132	United States History II (3)
HIS	136	Women in American History (3)
HIS	201	Western Civilization to 1660 (3)
HIS	202	Western Civilization from 1660 (3)
HUM	242	Humanities II (3)
PHI	101	Introduction to Philosophy (3)
REL	201	Comparative Religions (3)
PHY	253	Archaeoastronomy (4)
POS	120	Introduction to World Politics (3)
POS	233	Global Environmental Politics (3)

* Minimum credits required for Transfer Degrees.

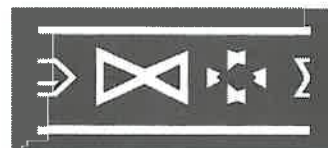
^a Course meets the CCC graduation reading requirement.

^w Course meets the Intensive Writing/Critical Inquiry special requirement.

^E Course meets the Ethnic/Race/Gender Awareness special requirement.

^c Course meets the Contemporary/Global/International or Historical Awareness Special requirement.

Quick Reference to Degrees & Certificates



Quick Reference to Degrees & Certificates

Are you planning to transfer to a university?

The Associate of Arts (AA), Associate of Business (ABus) and Associate of Science (AS) degrees are designed to make the transfer process as painless as possible. Be sure to check the particular degree requirements of the university you plan on attending; they may have special requirements. Your advisor will assist you in planning the best program for you. The following is a list of the AA, ABus and AS degrees currently offered at Coconino Community College:

Associate of Arts Degree (AA)

- Administration of Justice
- Elementary Education
- Fine Arts-Visual Arts
- General Studies
- Hotel and Restaurant Management
- Psychology
- Sociology
- Vocational Technology Education

Associate of Business (ABus)

- Business Administration

Associate of Science Degree (AS)

- Geochemistry

Are you seeking to improve your work skills or options with an associate degree and do not plan to transfer into a 4-year degree program?

See your advisor to plan the program best suited to your needs and interests. The following Associate of Applied Science (AAS) degrees have been designed for you:

Associate of Applied Science Degree (AAS)

- Administration of Justice
- Architectural Design Technology
- Business Technologies
- Computer Software Technology
- Construction Technology
- Fire Science
- Hotel and Restaurant Management
- Office Information Systems

Are you seeking to broaden your knowledge but have no university major or vocational goal in mind?

The Associate of General Studies (AGS) degree has been designed for you.

Are you interested in improving your skills but may not want to get a degree?

Many courses in certificate programs can be applied to degrees. See your advisor for further information.

The following is a list of Certificates available through CCC:

Certificates

- Accounting Technician Certificate
- Clerical
- Computer Software Technology
- Construction Technology
- Drafting
 - ▶ Architectural CAD Technician
 - ▶ Computer Aided Drafting
- Fire Science
- Hospitality Administration
- Legal Secretary
- Manufacturing
 - ▶ High Pressure Pipe and Tube Welding
 - ▶ Pipe Welding
 - ▶ Structural Welding
- Medical Transcription

Degrees & Certificates

Associate of Arts Degree

The Associate of Arts Degree is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-A, AGEC-B or AGEC-S). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study.

Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

Associate of Business Degree

The Associate of Business is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-B). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study.

Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

Associate of Science Degree

The Associate of Science Degree is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-S). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study.

Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or gener-

al elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

Associate of Applied Science Degree

The Associate of Applied Science Degree prepares students for entry-level employment or upgrades skills of students already employed. This degree requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. A minimum of 25 of these credit hours must be completed in the General Education Core Curriculum with a grade of "C" or better.

Courses numbered below 100 and courses taken for S/U credit will not be counted toward this degree. This degree is not intended for transfer to a university, although some courses may be accepted for transfer by universities.

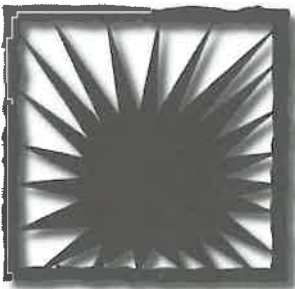
Associate of General Studies Degree

The Associate of General Studies Degree is designed for students who wish to broaden their knowledge, but have no university major or vocational goal in mind. This degree requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. Students must complete a minimum of 24 credit hours of general education courses but are otherwise free to explore other areas of interest. A maximum of 12 credit hours may be completed in courses numbered below 100. This degree is not recommended for students planning to transfer to a university. The A.G.S. Degree is intended as an alternative degree which recognizes the mission of the community college that education is a lifelong process.

Certificate Programs

Certificate programs are designed to improve existing skills or to prepare students for entry-level employment. Certificates are awarded after successful completion of a series of specific courses in vocational areas on three levels: Basic, 1-15 credit hours; Intermediate, 16-25 credit hours; and Advanced, 26 or more credit hours. Certificates require a cumulative CCC grade point average of 2.00 or higher. Some certificate programs and/or credit hours may be applied toward other certificates and/or an Associate of Applied Science degree.

Transfer Degrees



Associate of Arts Degree (AA)

The Associate of Arts Degree is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-A, AGEC-B or AGEC-S). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study.

Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

Administration of Justice

Elementary Education

Fine Arts – Visual Arts

General Studies

Hotel and Restaurant Management

Psychology

Sociology

Vocational Technology Education

Administration of Justice – AA Degree

Minimum credit hours required: 60

AGEC-A Requirements — 35 Credit Hours

See page 22 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)

- ENG 101¹ College Composition I (3)
- ENG 102¹ College Composition II (3)

Mathematics (3-5)

- MAT 142¹ Applications of College Algebra (3) or higher

Arts/Humanities (6-9)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6-9)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Any 2 courses may be taken from the Physical/Biological Sciences category.

General Education Options may be selected from the above categories or from the Options category (0-6)²

Degree Core Requirements — 25-29 Credit Hours

Required: 15 credit hours

- AJS 101 Introduction to Administration of Justice (3)
- AJS 110 The Correction Function (3)
- AJS 130 The Police Function (3)
- AJS 260 Constitutional Law (3)
- AJS 280 Criminology (3)

Electives: 10-14 credit hours

10-14 credits of transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coco.cc.az.us) for the CEG.

Recommended

One course at the 100 level or above in Spanish or Navajo (this course may be used to fulfill the AGEC Options requirement)

- SOC 142 Race & Ethnic Relations (3)
- SOC 210 Sociology of Gender (3)

The Associate of Arts in Administration of Justice is designed for transfer to the Criminal Justice bachelor's degree at Northern Arizona University (NAU) and Arizona State University (ASU). The program provides students with knowledge and skills which can be used to enter a wide variety of law enforcement and corrections positions. Students completing this degree will transfer 60-64 credits to NAU or ASU. Students planning to transfer to a university other than NAU or ASU should see an advisor. This degree results in an AGEC-A, which is transferable to all Arizona public universities.

¹ Placement test and/or prerequisite required.

² 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

Elementary Education – AA Degree

Elementary Education

The Associate of Arts in Elementary Education is designed for transfer to the Elementary Education bachelor's degree at Northern Arizona University (NAU). Students completing this degree will transfer 60-64 credits to NAU. Students planning to transfer to a university other than NAU should see an advisor. This degree results in an AGEC-A, which is transferable to all Arizona public universities.

Minimum credit hours required: 60

AGEC-A Requirements — 35 Credit Hours

See page 22 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)

- ENG 101¹ College Composition I (3)
- ENG 102¹ College Composition II (3)

Mathematics (3-5)

- MAT 142¹ Applications of College Algebra (3) or higher

Arts/Humanities (9)

3 courses in Art (ART), Music (MUS), or Theatre (THR) from the approved general education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

- POS 220¹ State and National Constitution (3)
- 1 more course not in Political Science from the approved general education courses in the Social/Behavioral Sciences category.

Recommended

- PSY 101 Introduction to Psychology (3)

Physical/Biological Sciences (8)

Any 2 course may be taken from the Physical/Biological Sciences category.

Recommended

- BIO 105 Environmental Biology (4)

General Education Options (3)

- CIS 120 Introduction to Computer Information Systems (3)

Degree Core Requirements — 25 Credit Hours

Required: 21-23 credit hours

- EDU 200 Introduction to Education (3)
- HIS 131 United States History I (3)
- MAT 130 Math for Elementary Education Teachers I (3)
- MAT 131 Math for Elementary Education Teachers II (3)
- SPC 100 Fundamentals of Speech Communication (3)
- Two semesters of any second year (201-202) natural human language other than English, including American Sign Language. (6-8)

Electives: 2-4 credit hours

2-4 credits of transferable courses as stated in the *Course Equivalency Guide (CEG)*. These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coco.cc.az.us) for the current *CEG*.

¹ Placement test and/or prerequisite required.

Fine Arts-Visual Arts – AA Degree

Minimum credit hours required: 60

AGEC-A Requirements — 35 Credit Hours

See page 22 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)

- ENG 101¹ College Composition I (3)
- ENG 102¹ College Composition II (3)

Mathematics (3-5)

- MAT 142¹ Applications of College Algebra (3)
or higher

Arts/Humanities (6-9)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6-9)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Any 2 courses may be taken from the Physical/Biological Sciences category.

General Education Options may be selected from the above categories or from the Options category (0-6)²

Degree Core Requirements — 25 Credit Hours

Required: 15 credit hours

- ART 110 Drawing I (3)
- ART 160¹ Two-dimensional Design (3)
- ART 165 Three-dimensional Design (3)
- ART 201¹ Art History I (3)
- ART 202¹ Art History II (3)

Degree Electives: 6 credit hours

Select 2 courses from the following list, according to your intended major:

Drawing

- ART 111¹ Drawing II (3)
- ART 210¹ Life Drawing (3)

Painting

- ART 190¹ Painting I (3)
- ART 191¹ Painting II (3)

Photography

- ART 150 Photography I (3)
- ART 250¹ Photography II (3)

Ceramics or Sculpture

- ART 120 Ceramics I (3)
- ART 180¹ Sculpture I (3)

Electives: 4 credit hours

4 credits of transferable courses as stated in the *Course Equivalency Guide (CEG)*. These courses must transfer to all 3 Arizona public universities. See an advisor or check the college catalog web site (www.coco.cc.az.us) for the *CEG*.

The Associate of Arts degree in Fine Arts/Visual Arts is designed for transfer to the Fine Arts bachelor's degree at all Arizona public universities. The program gives students a strong foundation in visual composition and art history and prepares them to continue their fine arts education in drawing, painting, photography, ceramics, or sculpture. Students completing this degree will transfer 60-64 credits to all Arizona public universities. Students planning to transfer to a university other than Arizona public universities should see an advisor.

¹ Placement test and/or prerequisite required.

² 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

General Studies – AA Degree

The General Studies degree is designed for students who either have undeclared majors or who are developing a general or liberal studies emphasis. Students completing this degree will transfer 60-64 credits to all Arizona public universities. Students planning to transfer to a university other than Arizona public universities should see an advisor.

General Studies

There are 3 pathways in the General Studies degree:

- 1. General Requirements Pathway.** This pathway requires AGEC-A and 4th semester natural human language proficiency, other than English, including American Sign Language.
- 2. Special Requirements Pathway.** This pathway requires students to take AGEC-A and some Common Courses. Common Courses are courses that are accepted as a part of the major at all Arizona public universities. The list of Common Courses is determined statewide. See an advisor or check the college catalog web site (www.coco.cc.az.us) for these Common Courses.
- 3. Science Pathway.** This pathway is designed for students planning to transfer to an Arizona public university with a major requiring rigorous mathematics or mathematics-based science. Students are required to take AGEC-S and courses that will apply toward the major at the university after transfer. Students considering this pathway should meet with an advisor as early as possible.

Depending on the area of interest, one pathway may be more suitable for a student's educational plan than the other. Students changing pathways may accumulate more credits than necessary for graduation from a university. See an advisor for more information.

Minimum credit hours required: 60

1. General Requirements and 2. Special Requirements Pathways

AGEC-A Requirements — 35 Credit Hours

See page 22 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)

- ENG 101¹ College Composition I (3)
- ENG 102¹ College Composition II (3)

Mathematics (3-5)

- MAT 142¹ Applications of College Algebra (3)
or higher

Arts/Humanities (6-9)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6-9)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Any 2 courses may be taken from the Physical/Biological Sciences category.

General Education Options may be selected from the above categories or from the Options category (0-6)²

Degree Core Requirements — 25 Credit Hours

1. General Requirements Pathway

Required - up to 16 credit hours.
4th semester proficiency in any natural human language, other than English, including American Sign Language.

2. Special Requirements Pathway

Depending on your area(s) of interest and/or the university you intend to transfer to, you may need to decide on your transfer plan as early as possible. Please see an advisor to determine your educational plan.

(continued on next page)

Degree Core Requirements (cont.)

1. General Requirements

Pathway (cont.)

Electives – 9 or more¹

9 credits of transferable courses as stated in the *Course Equivalency Guide*. These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coco.cc.az.us) for the *Course Equivalency Guide*.

2. Special Requirements

Pathway (cont.)

Required

Common Courses in the area(s) of interest/emphasis. See an advisor or check the college catalog web site (www.coco.cc.az.us) for these Common Courses.

Electives

Transferable courses as stated in the *Course Equivalency Guide (CEG)*. These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coco.cc.az.us) for the current *CEG*.

Some university degrees may require 4th semester language proficiency in addition to the Common Courses. See an advisor for more information.

3. Science Pathway

AGEC-S Requirements — 35 Credit Hours

See page 22 for General Education Courses that can be used to satisfy AGECE requirements.

Composition (6)

- ENG 101¹ College Composition I (3)
- ENG 102¹ College Composition II (3)

Mathematics (5)

- MAT 220¹ Calculus and Analytical Geometry I (5)
- or higher

Arts/Humanities (6-9)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6-9)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

- BIO 184¹ Plant Biology (4) *and*
- BIO 190¹ Animal Biology (4)
- or*
- CHM 151¹ General Chemistry I (4) *and*
- CHM 152¹ General Chemistry II (4)
- or*
- PHY 161¹ University Physics I (4) *and*
- PHY 262¹ University Physics II (4)

General Education Options may be selected from the above categories or from the Options category (0-6)²

Degree Core Requirements — 25 Credit Hours

Students in the Science Pathway need to complete CCC courses that will apply toward the requirements of the intended university major. Please see an advisor to design an educational plan.

¹ Placement test and/or prerequisite required.

² 0-6 hours may be taken in the Options category as needed to complete the minimum

Hotel & Restaurant Management – AA Degree

Hotel & Restaurant Management

The Associate of Arts in Hotel Restaurant Management is designed for transfer to the Hospitality bachelor's degree at Northern Arizona University (NAU). This program trains graduates for management careers in one of the fastest growing industries in the United States, the hospitality industry. Students completing this degree will transfer 60-64 credits to NAU. Students planning to transfer to a university other than NAU should see an advisor. This degree results in an AGECA, which is transferable to all Arizona public universities.

Minimum credit hours required: 62

AGEC-A Requirements — 35 Credit Hours

See page 22 for courses that will satisfy the general education requirements below.

Composition (6)

- ENG 101¹ College Composition I (3)
- ENG 102¹ College Composition II (3)

Mathematics (3-5)

- MAT 142¹ Applications of College Algebra (3) or higher

Arts/Humanities (6)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

- ECN 204¹ Macroeconomic Principles (3)
- 1 more course not in Economics from the approved general education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Any 2 courses may be taken from the Physical/Biological Sciences category.

General Education Options (6-8)

- ECN 205 Microeconomic Principles (3)
- Second semester proficiency (102 level) in any natural human language, other than English, including American Sign Language.

Degree Core Requirements — 27 Credit Hours

Required: 27 credit hours

- ACC 101¹ Principles of Financial Accounting (3)
- HRM 100 Introduction to Hospitality (3)
- HRM 140 Food Production Concepts (3)
- HRM 170 Hospitality Information Technology (3)
- HRM 210 Guest Service Management (3)
- HRM 220 Property Management (3)
- HRM 225¹ Hospitality Accounting (3)
- HRM 235 Hospitality Law (3)
- HRM 240 Commercial Food Production (3)

¹Placement test and/or prerequisite required.

Psychology – AA Degree

The Associate of Arts degree in Psychology is designed for transfer.

This degree has two pathways:

1. The Language Pathway. The Psychology Language Pathway is designed for transfer to the Psychology bachelor of arts (BA) degrees at all Arizona public universities. Students completing this degree will transfer 60-64 credits to all Arizona public universities.

Students planning to transfer to a university other than Arizona public universities should see an advisor.

2. The Science Pathway. The Psychology Science Pathway is designed for transfer to the Psychology bachelor of science (BS) degrees at all Arizona public universities. Students completing this degree will transfer 60-64 credits to all Arizona public universities. *However, depending on the university students are planning to transfer to, the degree coursework varies. Students planning to complete this pathway should see an advisor.*

Please see an advisor for more information regarding these 2 pathways.

Minimum credit hours required: 60

AGEC-A Requirements — 35 credit hours

See page 22 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)

ENG 101¹ College Composition I (3)
ENG 102¹ College Composition II (3)

Mathematics (3-5)

MAT 142¹ Applications of College Algebra (3)
or higher

Arts/Humanities (6-9)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6-9)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Any 2 courses may be taken from the Physical/Biological Sciences category.

General Education Options may be selected from the above categories or from the Options category (0-6)²

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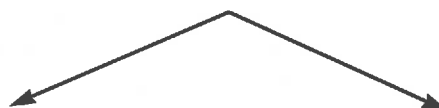
¹ Placement test and/or prerequisite required.

² 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

Degree Core Requirements — 25-29 credit hours

Required – 16 credit hours

- PSY 101 Introduction to Psychology (3)
- PSY 230 Introduction to Statistics (3)
- PSY 250 Social Psychology (3)
- PSY 290 Research Methods (4)
- Select 1 course from the following:
 - PSY 205 Introduction to Abnormal Psychology (3)
 - PSY 234 Child Growth and Development (3)
 - PSY 236 Psychology of Women (3)
 - PSY 240 Developmental Psychology (3)



Language Pathway:

9-13 credit hours

a. Language: 6-8 credits

Two semesters of any second year (201 and 202) natural human language other than English, including American Sign Language

If you need to complete the first year of the language requirement (101 and 102 levels), please see an advisor.

b. Electives: 1-7 credits

1-7 credits of transferable courses as stated in the *Course Equivalency Guide (CEG)*. These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coco.cc.az.us) for the current *CEG*.

Science Pathway:

9-13 credit hours

Depending on the university you are planning to transfer to, please select 1 of the following:

a. NAU

- MAT 172 Finite Mathematics (3), or higher: 3-5 credits
- BIO 201 Human Anatomy and Physiology I (4) and BIO 202 Human Anatomy and Physiology II (4): 8 credits

b. ASU Main and ASU West – Please see an advisor for specific course requirements

- MAT 212 Business Calculus (3), or higher: 3-5 credits
- Two semesters of any natural human language, other than English, including American Sign Language: 6-8 credits

c. U of A – Please see an advisor for specific course requirements

- MAT 172 Finite Mathematics (3), or higher: 3-5 credits
- Any natural human language, other than English, including American Sign Language: 0-8 credits
- Lab Science: 0-8 credits

If you are considering a bachelor of science degree at one of the Arizona public universities, it is important that you meet with an advisor as early as possible.

Sociology – AA Degree

The Associate of Arts degree in Sociology is designed for transfer to the Sociology bachelor's degree at all Arizona public universities. Students completing this degree will transfer 60-64 credits to all Arizona public universities. Students planning to transfer to a university other than Arizona public universities should see an advisor.

Minimum credit hours required: 60

AGEC-A Requirements — 35 credit hours

See page 22 for General Education Courses that can be used to satisfy AGECE requirements.

Composition (6)

- ENG 101¹ College Composition I (3)
- ENG 102¹ College Composition II (3)

Mathematics (3-5)

- MAT 142¹ Applications of College Algebra (3) or higher

Arts/Humanities (6-9)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6-9)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Any 2 courses may be taken from the Physical/Biological Sciences category.

General Education Options may be selected from the above categories or from the Options category (0-6)²

Degree Core Requirements — 25-29

Required: 18 credit hours

- SOC 101 Introduction to Sociology (3)
- SOC 140 Marriage and the Family (3)
- SOC 142 Race and Ethnic Relations (3)
- SOC 210 Sociology of Gender (3)
- PSY 230¹ Introduction to Statistics (3)
- Select 1 course from the following:
 - SOC 125 Domestic Violence (3)
 - SOC 130 Human Sexuality (3)
 - SOC 132 Social Problems (3)
 - SOC 200 Women and Health (3)

Language: 6-8 credit hours

Two semesters of any natural human language other than English, including American Sign Language³.

Electives: 1-3 credit hours

1-3 credits of transferable courses as stated in the *Course Equivalency Guide (CEG)*. These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coco.cc.az.us) for the current CEG.

¹ Placement test and/or prerequisite required.

² 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECE.

³ If the student has satisfied the language requirement through an approved proficiency exam, s/he can select up to 9 additional credit hours in psychology or 9 credit hours toward a minor area of study in psychology, political science, administration of justice, or education.

Vocational Technology Education – AA Degree

The Vocational Technology Education program is designed for transfer to the Vocational Technology Education bachelor's degree at Northern Arizona University (NAU). Students completing this degree will transfer 60-64 credits to NAU. Students planning to transfer to a university other than NAU should see an advisor. This degree results in an AGEC-A, which is transferable to all Arizona public universities.

Minimum credit hours required: 60

AGEC-A Requirements — 35 Credit Hours

See page 22 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)

- | | |
|----------------------|----------------------------|
| ENG 101 ¹ | College Composition I (3) |
| ENG 102 ¹ | College Composition II (3) |

Mathematics (5)

- | | |
|----------------------|------------------|
| MAT 187 ¹ | Pre-Calculus (5) |
|----------------------|------------------|

Arts/Humanities (6)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

- POS 220¹ Arizona & National Constitution (3)
- 1 more course not in Political Science from the approved general education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Select 1 chemistry and 1 physics course from the following:

- CHM 130¹ Fundamental Chemistry (4)
- CHM 151¹ General Chemistry I (4)
- PHY 100¹ Concepts of Physics (4)
- PHY 111¹ College Physics I (4)

or

Complete 8 credits of physics below:

- PHY 111¹ College Physics I (4)
- PHY 112¹ College Physics II (4)

General Education Options may be selected from the above categories or from the Options category (4-6)²

Degree Core Requirements — 25-27 Credit Hours

Required: 3 credit hours

- EDU 200 Introduction to Education (3)

Electives: 22-24 credit hours

Choose any 22-24 elective credit hours of transferable courses as stated in the *Course Equivalency Guide* (available from an advisor or on the web at www.coco.cc.az.us) that transfer to NAU as **DEC(VTE)** or **equivalent** from any of the following areas:

- AUT Automotive
- DFT Drafting
- ELT Electronics
- ITC Industrial Technology Construction
- MIT Manufacturing and Industrial Technology

¹ Placement test and/or prerequisite required.

² 4-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

Associate of Business Degree (ABus)

The Associate of Business is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-B). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study.

Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

Associate of Business Degree (ABus)

Associate of Business

The Associate of Business degree is designed for transfer to the Business bachelor's degree at all Arizona public universities, with the exception of majors in Accounting and Computer Information Systems. Students interested in these programs or are planning to transfer to a university other than the Arizona public universities should see an advisor. Students completing this degree will transfer 60-64 credits to all Arizona public universities.

Minimum credit hours required: 62

AGEC-B Requirements — 35 credit hours

See page 22 for General Education Courses that can be used to satisfy AGECE requirements.

Note: Associate of Business degree core courses may not be used to satisfy AGECE requirements.

Composition (6)

- ENG 101¹ College Composition I (3)
- ENG 102¹ College Composition II (3)

Mathematics (3)

- MAT 212¹ Business Calculus (3)
- or higher

Arts/Humanities (6-9)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6-9)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Any 2 courses may be taken from the Physical/Biological Sciences category.

General Education Options may be selected from the above categories or from the Options category (0-6)²

Degree Core Requirements — 27 Credit Hours

Required: 24 credit hours

- ACC 101¹ Principles of Financial Accounting (3)
- ACC 102¹ Principles of Managerial Accounting (3)
- BUS 214¹ Legal, Ethical, and Regulatory Issues in Business (3)
- BUS 232¹ Business Statistics & Analysis (3)
- CIS 120 Introduction to Computer Information Systems (3)
- ECN 204¹ Macroeconomic Principles (3)
- ECN 205 Microeconomic Principles (3)
- MAT 172¹ Finite Mathematics (3)

Business Elective: 3 credit hours

- BUS 204¹ Business Communications (3)
- or**
- CIS 220 Applications Programming I (3)

¹ Placement test and/or prerequisite required.

² 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECE.

Associate of Science Degree (AS)



The Associate of Science Degree is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of “C” or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-S). The remaining degree requirements are comprised of 25 credit hours or more in the student’s elected program of study. Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

Geochemistry

Geochemistry – AS Degree

Minimum credit hours required: 60

AGEC-S Requirements — 35 credit hours

See page 22 for General Education Courses that can be used to satisfy AGECS requirements.

Composition (6)

- ENG 101¹ College Composition I (3)
ENG 102¹ College Composition II (3)

Mathematics (5)

- MAT 220¹ Calculus and Analytical Geometry I (5)
or higher

Arts/Humanities (6-9)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6-9)

Courses from 2 or more disciplines must be selected from the approved general education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

- PHY 161¹ University Physics I (4)
PHY 262¹ University Physics II (4)

General Education Options may be selected from the above categories or from the Options category (0-6)²

Degree Core Requirements — 25 credit hours

Required: 21 credit hours

- CHM 151¹ General Chemistry I (4)
- CHM 152¹ General Chemistry II (4)
- GLG 101 Physical Geology (4)
- GLG 102¹ Historical Geology (4)
- MAT 230¹ Calculus II (5)

Electives: 4 credit hours

4 credit hours of transferable courses as stated in the *Course Equivalency Guide (CEG)*. These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coco.cc.az.us) for the current *CEG*.

The Associate of Science in Geochemistry is designed for transfer to the Geochemistry bachelor's degree at Northern Arizona University (NAU). Students completing this degree will transfer 60-64 credits to NAU. Students planning to transfer to a university other than NAU should see an advisor. This degree results in an AGECS, which is transferable to all Arizona public universities.

¹ Placement test and/or prerequisite required.

² 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECS.

Degrees Not Intended For Transfer



Associate of Applied Science Degree (AAS)

The Associate of Applied Science Degree prepares students for entry-level employment or upgrades skills of students already employed. This degree requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. A minimum of 25 of these credit hours must be completed in the General Education Core Curriculum with a grade of "C" or better. Courses numbered below 100 and courses taken for S/U credit will not be counted toward this degree. This degree is not intended for transfer to a university, although many courses may be accepted for transfer by universities.

Administration of Justice

Architectural Design Technology

Business Technologies

Computer Software Technology

Construction Technology

Fire Science

Hotel and Restaurant Management

Office Information Systems

Associate of General Studies

Administration of Justice — AAS Degree

Minimum credit hours required: 62

General Education Requirements — 29 credit hours

See page 22 for courses that will satisfy General Education Requirements below.

Composition (6)

- ENG 101¹ College Composition I (3)
- ENG 102¹ College Composition II (3)

Mathematics (3-5)

- MAT 142¹ Applications of College Algebra (3)
- or higher

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Any approved General Education courses in the Social/Behavioral Sciences category.

Recommended

- SOC 142 Race & Ethnic Relations (3)
- or
- SOC 210 Sociology of Gender (3)

Physical/Biological Sciences (8)

Any approved General Education courses in the Physical/Biological Sciences category.

Degree Core Requirements — 33 credit hours

Required: 33 credit hours

- AJS 101 Introduction Administration of Justice (3)
- AJS 105 Juvenile Detention Studies (3)
- AJS 110 The Correction Function (3)
- AJS 120 Substantive Criminal Law (3)
- AJS 150 Rules of Criminal Procedure (3)
- AJS 160 Police Administration (3)
- AJS 200 Community Relations (3)
- AJS 220 Rules of Evidence (3)
- AJS 230 Crime and Deviant Behavior (3)
- AJS 240 Juvenile Justice Procedure (3)
- AJS 280 Criminology (3)

The Administration of Justice AAS program is designed to prepare students to enter the workforce in the criminal justice arena. This program provides students with specific knowledge and skills, which will assist in securing employment in a wide variety of law enforcement and corrections/juvenile detention positions.

Note: This occupational program is not intended for transfer to a university. Students thinking about pursuing a bachelor's degree in the criminal justice arena should work on the Associate of Arts degree in Administration of Justice.

Administration of Justice

¹ Placement test and/or prerequisite required.

Architectural Design Technology – AAS Degree

The Architectural Design Technology program trains students for architectural drafting careers in one of the fastest growing technologies in the United States. As an architectural design technician, the draftsman will interpret engineering data, develop sketches, designs, and working drawings for construction. Many technicians are valuable members of architectural/engineering teams in industry. Using the technology of Computer Aided Drafting, students will develop drafting skills in both 2D and 3D.

Minimum credit hours required: 64

General Education Requirements— 25-27 Credit Hours

See page 22 for courses that will satisfy General Education Requirements below.

Composition (6)

- | | |
|----------------------|----------------------------|
| ENG 101 ¹ | College Composition I (3) |
| ENG 102 ¹ | College Composition II (3) |

Mathematics (3-5)

- | | |
|----------------------|-------------------------------|
| MAT 124 ¹ | Technical Problem Solving (3) |
| <i>or</i> | |
| MAT 187 ¹ | Precalculus (5) |

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Any approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (4)

Any approved General Education course in the Physical/Biological Sciences category.

Degree Core Requirements — 39 Credit Hours

Required: 33 credit hours

- DFT 110 Technical Drafting and CAD Fundamentals (3)
- DFT 125¹ Architectural Drafting I (3)
- DFT 150 AutoCAD 2D (3)
- DFT 200¹ AutoCAD 3D (3)
- DFT 225¹ Architectural Drafting I – CAD (3)
- DFT 260¹ Architectural Drafting II – CAD (3)
- ITC 111 Uniform Building Code (3)
- ITC 120 Building the Human Environment (3)
- ITC 140 Blueprint Reading & Estimating (3)
- ITC 180 Building Construction Methods I (3)
- ITC 210¹ Structural Design and Building Materials (3)

Electives: 6 Credit Hours

- Select 6 credit hours from the following courses:

DFT 250 ¹	AutoCAD Customization (3)
ITC 170	Plane Surveying & Building Layout (3)
ITC 171	Electrical Construction Wiring (3)
ITC 175	Mechanical Systems (3)
ITC 185	Building Construction Methods II (3)

¹ Placement test and/or prerequisite required.

Business Technologies – AAS Degree

Minimum credit hours required: 63

General Education Requirements — 25-27 Credit Hours

See page 22 for courses that will satisfy General Education Requirements below.

Composition (6)

- ENG 101¹ College Composition I (3)
- ENG 102¹ College Composition II (3)

Mathematics (3-5)

- BUS 100¹ Mathematics of Business (3)
- or**
- MAT 121¹ Intermediate Algebra with Review (4)
- or higher

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

- ECN 204¹ Macroeconomic Principles (3)
- ECN 205 Microeconomic Principles (3)

Physical/Biological Sciences (4)

Any approved General Education course in the Physical/Biological Sciences category.

Degree Core Requirements — 38 Credit Hours

Required: 26 credit hours

- ACC 101¹ Principles of Financial Accounting (3)
- ACC 102¹ Principles of Managerial Accounting (3)
- ACC 210 Financial Statement Analysis (3)
- BUS 203 Business Law (3)
- or**
- BUS 214¹ Legal, Ethical, and Regulatory Issues in Business (3)
- BUS 204¹ Business Communications (3)
- BUS 206 Principles of Management (3)
- BUS 207 Principles of Marketing (3)
- CIS 120 Introduction to Computer Information Systems (3)
- CIS 123¹ Introduction to Spreadsheets (2)

Specialization Options — 12 Credit Hours

Note—Three credits of Cooperative Education (COE 111) may be applied to any specialization option.

General Business Management

- ACC 109¹ Budget and Forecasting (3)
- BUS 216 Principles of Business Finance (3)
- 6 credit hours selected from ACC or BUS courses in consultation with a business advisor (6)

Small Business Management

- BUS 211 Human Resources/Personnel Management (3)
- BUS 213 Small Business Management (3)
- BUS 216 Principles of Business Finance (3)
- 3 credit hours selected from ACC or BUS courses in consultation with a business advisor (3)

Accounting Specialist

- 9 credit hours selected from ACC courses in consultation with a business advisor (9)
- 3 credit hours selected from BUS or ACC courses in consultation with a business advisor (3)

The Business Technologies program is designed to prepare students to enter the business profession at an entry level position with options in General Business Management, Small Business Management, and Accounting Specialist by providing them with general knowledge and skills specializing in an area of interest. The program allows students the option of selecting support courses to strengthen their overall education and courses in their area of special interest or job opportunity.

¹ Placement test and/or prerequisite required.

Computer Software Technology – AAS Degree

The Associate of Applied Science Degree in Computer Software Technology is designed to prepare students for entry-level positions requiring computer software application skills and/or the ability to support end-users. The program provides students with general knowledge and skills appropriate for computer software-oriented occupations and the opportunity to select courses to strengthen their overall education.

Minimum credit hours required: 60

General Education Requirements — 25-27 Credit Hours

See page 22 for courses that will satisfy General Education Requirements below.

Composition (6)

- | | |
|----------------------|----------------------------|
| ENG 101 ¹ | College Composition I (3) |
| ENG 102 ¹ | College Composition II (3) |

Mathematics (3-5)

- | | |
|----------------------|---|
| BUS 100 ¹ | Mathematics of Business (3) |
| <i>or</i> | |
| MAT 121 ¹ | Intermediate Algebra with Review (4), or higher |

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

- BUS 214¹ Legal, Ethical, & Regulatory Issues in Business (3)
- Any other approved General Education course in the Social/Behavioral Sciences category.

Physical/Biological Sciences (4)

Any approved General Education course in the Physical/Biological Sciences category.

Degree Core Requirements — 35 Credit Hours

Required: 28 credit hours

- BUS 204¹ Business Communications (3)
- CIS 111 Principles of Programming (1)
- CIS 112 Introduction to Windows (2)
- CIS 115 Introduction to the Internet (1)
- CIS 120 Introduction to Computer Information Systems (3)
- CIS 122 Introduction to MS Word (2)
- or*
- CIS 124 Introduction to WordPerfect (2)
- CIS 123¹ Introduction to Spreadsheets (2)
- CIS 125 Introduction to Databases (3)
- CIS 127¹ Introduction to Desktop Publishing (3)
- CIS 220¹ Applications Programming I (3)
- CIS 222¹ Advanced MS Word (2)
- or*
- CIS 224¹ Advanced WordPerfect (2)
- CIS 230¹ Implementing and Supporting Windows 95 (3)

Degree Electives: 7 credit hours

- Select 7 credit hours from the following courses:

ACC 206	Accounting & EDP Systems (3)
ART 130 ¹	Computer Graphics I (3)
CIS 113	Introduction to PowerPoint (1)
CIS 117	Creating Web Pages (1)
CIS 223 ¹	Advanced MS Excel (2)
CIS 298	Special Topics (1-6)
COE 111	Cooperative Education (3-6)
ELT 150 ¹	Basic Microcomputer Repair (2)

¹ Placement test and/or prerequisite required.

Construction Technology – AAS Degree

Minimum credit hours required: 64

General Education Requirements — 25-27 Credit Hours

See page 22 for courses that will satisfy General Education Requirements below.

Composition (6)

- ENG 101¹ College Composition I (3)
ENG 102¹ College Composition II (3)

Mathematics (3-5)

- MAT 124¹ Technical Problem Solving (3)
or
MAT 187¹ Precalculus (5)

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Any approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (4)

- PHY 100¹ Concepts of Physics (4)

Degree Core Requirements — 39 Credit Hours

Required: 30 credit hours

- DFT 125¹ Architectural Drafting I (3)
- DFT 150¹ AutoCAD 2D (3)
- ITC 111 Uniform Building Code (3)
- ITC 120 Building the Human Environment (3)
- ITC 140 Blueprint Reading & Estimating (3)
- ITC 171 Electrical Construction Wiring (3)
- ITC 175 Mechanical Systems (3)
- ITC 180 Building Construction Methods I (3)
- ITC 185 Building Construction Methods II (3)
- ITC 230 Construction Supervision, Scheduling and Project Management (3)

Degree Electives: 9 credit hours

- DFT 200¹ AutoCAD 3D (3)
- DFT 225¹ Architectural Drafting I – CAD (3)
- ITC 210¹ Structural Design and Building Materials (3)

or

Any 9 credits from Accounting or Business

A business ethics course is recommended.

The Associate of Applied Science degree in Construction Technology provides students with the skills to pursue a career in the construction trades or in construction management. Students will be instructed through mastery learning components and field study workshops arranged with local contractors. Students may apply credit hours earned in the Construction Technology Certificate toward completion of the AAS degree.

¹ Placement test and/or prerequisite required.



The Fire Science program is designed to prepare students to enter the Fire Science profession by providing them with knowledge and skills which can be used to enter a wide variety of positions. The program allows students the option of selecting courses emphasizing emergency medical, fire suppression, or fire prevention.

Minimum credit hours required: 68

General Education Requirements — 25-27 Credit Hours

See page 22 for courses that will satisfy General Education Requirements below.

Composition (6)

ENG 101¹ College Composition I (3) *and*

ENG 102¹ College Composition II (3)

or

ENG 135 Career Communications (3) *and*

ENG 136¹ Career Writing (3)

Mathematics (3-5)

MAT 121¹ Intermediate Algebra with Review (4)

or higher

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Any approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (4)

BIO 105¹ Environmental Biology (4)

Degree Core Requirements — 43 Credit Hours

Required: 34 credit hours

- EMS 131 Emergency Medical Technician (7)
- FSC 105 Fire Fighter I & II (8)
- FSC 135 Fundamentals of Fire Prevention (3)
- FSC 136 Fire Apparatus & Hydraulics (4)
- FSC 200 Hazardous Materials - First Responder (3)
- FSC 236 Firefighter Occupational Safety (3)
- FSC 238 Emergency Scene Management (3)
- FSC 239¹ Fire Department Company Officer (3)

Degree Electives: 9 credit hours

- Select 9 credit hours from the following: (9)
- BUS 209 Principles of Supervision (3)
- BUS 211 Human Resources/Personnel Management (3)
- EMS 211¹ Emergency Medical Technician Refresher (2)
- EMS 231 Intermediate Emergency Medical Technician I (6)
- EMS 232¹ Intermediate Emergency Medical Technician II (6)
- FSC 101 Fire Service Orientation & Indoctrination (2)
- FSC 137 Hazardous Materials-First Responder Awareness (0.5)
- FSC 233 Wildland Fire Suppression (3)
- FSC 234 Fire Investigation (3)
- FSC 235¹ Fire Protection Systems (3)
- FSC 241 Firefighter Safety & Building Construction (3)

¹ Placement test and/or prerequisite required.

Hotel & Restaurant Management – AAS Degree

Minimum credit hours required: 61

General Education Requirements — 25-27 Credit Hours

See page 22 for courses that will satisfy General Education Requirements below.

Composition (6)

- ENG 101¹ College Composition I (3) *and*
ENG 102¹ College Composition II (3)
or
ENG 135 Career Communications (3) *and*
ENG 136¹ Career Writing (3)

Mathematics (3-5)

- BUS 100¹ Mathematics of Business (3)
or
MAT 121 Intermediate Algebra with Review (4), or higher

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Any approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (4)

Any approved General Education course in the Physical/Biological Sciences category.

Degree Core Requirements — 36 Credit Hours

Required: 18 credit hours

- HRM 100 Introduction to Hospitality (3)
- HRM 140 Food Production Concepts (3)
- HRM 210 Guest Service Management (3)
- HRM 220 Property Management (3)
- HRM 235 Hospitality Law (3)
- HRM 240 Commercial Food Production (3)

Specialization Options: 18 Credit Hours

- Select 18 credit hours from the following: (18)
 - ACC 101¹ Principles of Financial Accounting (3)
 - BUS 204¹ Business Communication (3)
 - BUS 211 Human Resources/Personnel Management (3)
 - BUS 214¹ Legal, Ethical & Regulatory Issues in Business (3)
 - ECN 204¹ Macroeconomic Principles (3)
 - ECN 205 Microeconomic Principles (3)
 - HRM 170 Hospitality Information Technology (3)
 - HRM 225¹ Hospitality Accounting (3)

The Hotel and Restaurant Management program prepares students for entry-level management careers in the hospitality industry. Students completing this degree will develop knowledge and skills necessary to compete in one of Arizona's fastest growing businesses.

¹ Placement test and/or prerequisite required.

The Office Information Systems program is designed to prepare students to enter a professional office at an entry-level position. The program provides students with an understanding of technology and basic workplace skills that can be applied to a wide variety of office positions. The program allows students the option of selecting support courses to strengthen their overall education and courses in their area of special interest or job opportunity.

Minimum credit hours required: 64

General Education Requirements — 25-27 Credit Hours

See page 22 for courses that will satisfy General Education Requirements below.

Composition (6)

- ENG 101¹ College Composition I (3)
- ENG 102¹ College Composition II (3)

Mathematics (3-5)

- BUS 100¹ Mathematics of Business (3)

or

- MAT 121¹ Intermediate Algebra with Review (4), or higher

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

- BUS 203 Business Law (3)
- or*
- BUS 214¹ Legal, Ethical, & Regulatory Issues in Business (3)
 - Any other approved General Education course in the Social/Behavioral Sciences category.

Physical/Biological Sciences (4)

Any approved General Education course in the Physical/Biological Sciences category.

Degree Core Requirements — 39-41 Credit Hours

Required: 32-33 credit hours

- ACC 100 Practical Accounting Procedures (5)
 - BUS 200¹ Professional Office Skills (3)
 - BUS 204¹ Business Communications (3)
 - BUS 211 Human Resources/Personnel Management (3)
 - CIS 102 Computer Literacy (2)
- or*
- CIS 120 Introduction to Computer Information Systems (3)
 - CIS 112 Introduction to Windows (3)
 - CIS 123¹ Introduction to Spreadsheets (2)
 - CIS 124 Introduction to WordPerfect (2)
- or*
- CIS 122 Introduction to Word (2)
 - OIS 110 Keyboarding Review and Speed (3)
 - OIS 130¹ Machine Transcription (3)
 - OIS 210¹ Keyboarding with Applications (3)

Specialization Options: 7-8 Credit Hours

General Office Information

7-8 credit hours of any advisor-approved courses consistent with degree goals/focus.

Medical

- AHS 131 Medical Terminology (3)
- OIS 230¹ Medical Transcription (3)
- 2 credit hours of any advisor-approved courses consistent with degree goals/focus

Legal

- OIS 240¹ Legal Transcription (3)
- OIS 242¹ Legal Secretarial Skills (3)
- 2 credit hours of any advisor-approved courses consistent with degree goals/focus

Optional — 3-6 Credit Hours

- COE 111² Cooperative Education (3-6)

¹ Placement test and/or prerequisite required.

² It is strongly recommended that students enroll in this optional course in addition to the required credit hours for completion of the AAS degree in Office Information Systems. Please see catalog for course description.

Associate of General Studies (AGS)

Minimum credit hours required: 60

General Education Requirements — 24-27 Credit Hours

See page 22 for courses that will satisfy General Education Requirements below.

Composition (6)

ENG 101¹ College Composition I (3) *and*

ENG 102¹ College Composition II (3)

or

ENG 135 Career Communications (3) *and*

ENG 136¹ Career Writing (3)

Mathematics (3-5)

MAT 121¹ Intermediate Algebra with Review (4)

or higher

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Courses at the 100 level or above chosen from anthropology, history, political science, psychology, social geography, and/or sociology.

Physical/Biological Sciences (3-4)

One course at the 100 level or above chosen from astronomy, biology, botany, chemistry, geology, physical geography, physics, science, zoology.

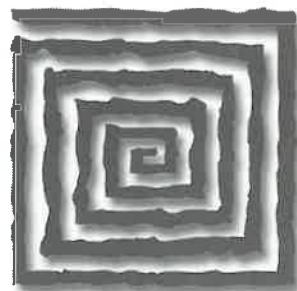
Electives — 34-36 Credit Hours

Select 34-36 credit hours either in a variety of disciplines or in an area of concentration.

The Associate of General Studies Degree is designed for students who wish to broaden their knowledge, but have no university major or vocational goal in mind. This degree requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. Students must complete a minimum of 24 credit hours of general education courses but are otherwise free to explore new areas of interest. A maximum of 12 credit hours may be completed in courses numbered below 100. This degree is not recommended for students planning to transfer to a university. The A.G.S. Degree is intended as an alternative degree which recognizes the mission of the community college that education is a lifelong process.

¹ Placement test and/or prerequisite required.

Certificates



Certificate Programs

Certificate programs are designed to improve existing skills or to prepare students for entry-level employment. Certificates are awarded after successful completion of a series of specific courses in vocational areas on three levels: Basic, 1-15 credit hours; Intermediate, 16-25 credit hours; and Advanced, 26 or more credit hours. Certificates require a cumulative CCC grade point average of 2.00 or higher. Some certificate programs and/or credit hours may be applied toward other certificates and/or an Associate of Applied Science degree. Please check with your advisor for complete information.

Accounting Technician

Clerical

Computer Software Technology

Construction Technology

Drafting: Architectural CAD Technician Computer Aided Drafting

Fire Science

Hospitality Administration

Legal Secretary

Manufacturing: High Pressure Pipe & Tube Welding Pipe Welding Structural Welding

Medical Transcription

Accounting Technician Certificate

Minimum credit hours required: 33

Certificate Requirements — 33-35 Credit Hours

- 9 credit hours selected from ACC courses in consultation with a business advisor (9)
- ACC 100 Practical Accounting Procedures (5)
or
ACC 101¹ Principles of Accounting I (3)
- ACC 206 Accounting and EDP Systems (3)
- ACC 210 Financial Statement Analysis (3)
- BUS 100¹ Mathematics of Business (3)
- BUS 204¹ Business Communications (3)
- CIS 123¹ Introduction to Spreadsheets (2)
- CIS 124 Introduction to Word Processing (2)
- CIS 223¹ Advanced Spreadsheet Applications (2)
- ENG 101¹ College Composition I (3)

The Accounting Technician Certificate program is designed to prepare students for employment as full-charge bookkeepers and accounting technicians. Included in the curriculum are practical applications and computer knowledge. Students may apply earned accounting credit hours of this program toward the Associate of Applied Science degree in Business Technologies with an Accounting Specialization.

Accounting Technician

¹ Placement test and/or prerequisite required.

Clerical Certificate

The Clerical Certificate program is designed to introduce students to a professional office setting and enhance office/clerical skills and knowledge. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Office Information Systems.

Minimum credit hours required: 32

Certificate Requirements — 32-33 Credit Hours

- BUS 100¹ Mathematics of Business (3)
- BUS 111 Business English (3)
- BUS 200¹ Professional Office Skills (3)
- BUS 204¹ Business Communications (3)
- CIS 102 Computer Literacy (2)
or
CIS 120 Introduction to Computer Information Systems (3)
- CIS 124 Introduction to WordPerfect (2)
or
CIS 122 Introduction to MS Word (2)
- CIS 222¹ Advanced MS Word (2)
or
CIS 224¹ Advanced WordPerfect (2)
- OIS 110 Keyboarding Review and Speed (3)
- OIS 125¹ Speedwriting I (3)
- OIS 130¹ Machine Transcription (3)
- OIS 205 Filing Systems & Records Management (2)
- OIS 210¹ Keyboarding with Applications (3)

Optional — 3-6 Credit Hours

- COE 111² Cooperative Education (3-6)

¹ Placement test and/or prerequisite required.

² It is strongly recommended that students enroll in this optional course in addition to the required credit hours for completion of the Clerical Certificate. Please see catalog for course description

Computer Software Technology Certificates

INTERMEDIATE CERTIFICATE

Minimum credit hours required: 16

Certificate Requirements — 14 Credit Hours

- BUS 100¹ Mathematics of Business (3)
- BUS 111 Business English (3)
- CIS 102 Computer Literacy (2)
- CIS 112 Introduction to Windows (2)
- CIS 122 Introduction to MS Word (2)
- or*
- CIS 124 Introduction to WordPerfect (2)
- CIS 123¹ Introduction to Spreadsheets (2)

Electives — 2 Credit Hours

- Select a minimum of 2 credit hours from the following courses:
 - CIS 113 Introduction to PowerPoint (1)
 - CIS 115 Introduction to the Internet (1)
 - CIS 117 Creating Web Pages (1)
 - CIS 125 Introduction to Databases (3)
 - CIS 127¹ Introduction to Desktop Publishing (3)
 - CIS 222¹ Advanced MS Word (2)
 - CIS 224¹ Advanced WordPerfect (2)

Note—Keyboarding skills may enhance success.

ADVANCED CERTIFICATE

Minimum credit hours required: 33

Certificate Requirements — 25 Credit Hours

- Completion of the Intermediate Computer Software Technology Certificate (16)
- BUS 200 Professional Office Skills (3)
- or*
- BUS 204¹ Business Communications (3)
- BUS 214¹ Legal, Ethical, & Regulatory Issues in Business (3)
- or*
- PHI 105 Introduction to Ethics (3)
- ENG 100¹ Fundamentals of Composition (3)
- or*
- ENG 101¹ College Composition I (3)

Electives — 8 Credit Hours

- Select a minimum of 8 credit hours from the following courses:
 - ART 130¹ Computer Graphics (3)
 - CIS 113 Introduction to PowerPoint (1)
 - CIS 115 Introduction to the Internet (1)
 - CIS 117 Creating Web Pages (1)
 - CIS 125 Introduction to Databases (3)
 - CIS 127¹ Introduction to Desktop Publishing (3)
 - CIS 220¹ Application Programming I (3)
 - CIS 222¹ Advanced MS Word (2)
 - CIS 223¹ Advanced Spreadsheets (2)
 - CIS 224¹ Advanced WordPerfect (2)
 - CIS 230¹ Implementing and Supporting Windows 95 (3)
 - CIS 298² Special Topics (1-6)
 - COE 111² Cooperative Education (3-6)

¹ Placement test and/or prerequisite required.

² CIS 298 and COE 111 may be applied to your certificate. Please see your advisor.

The Computer Software
INTERMEDIATE

CERTIFICATE is designed to develop entry-level skills related to computer application software packages and to enhance communication skills and professional readiness. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Computer Software Technology.

The Computer Software
ADVANCED CERTIFICATE
program is designed for those students who have completed the basic certificate and desire to further enhance their computer, communication, and professional readiness skills. Students may apply some of the credit hours earned in this program toward the Associate of Applied Science degree in Computer Software Technology.

Construction Technology Certificate

The Construction Technology Certificate provides students with a technical foundation required to compete in today's construction field. Students will be instructed through mastery learning components and field study workshops arranged with local contractors. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Construction Technology.

Minimum credit hours required: 21

Certificate Requirements — 21-23 Credit Hours

- DFT 125¹ Architectural Drafting I (3)
- ENG 100¹ Fundamentals of Composition (3)
- ITC 120 Building the Human Environment (3)
- ITC 140 Blueprint Reading and Estimating (3)
- ITC 180 Building Construction Methods I (3)
- ITC 185 Building Construction Methods II (3)
- MAT 124¹ Technical Problem Solving (3)

or

MAT 187¹ Precalculus (5)

¹ Placement test and/or prerequisite required.

Drafting Certificates

ARCHITECTURAL CAD TECHNICIAN CERTIFICATE

Minimum credit hours required: 24

Certificate Requirements — 24 Credit Hours

- DFT 110 Technical Drafting and CAD Fundamentals (3)
- DFT 125¹ Architectural Drafting I (3)
- DFT 150¹ AutoCAD 2D (3)
- DFT 200¹ AutoCAD 3D (3)
- DFT 225¹ Architectural Drafting I – CAD (3)
- DFT 250¹ AutoCAD Customization (3)
- DFT 260¹ Architectural Drafting II – CAD (3)
- ITC 120 Building the Human Environment (3)

The ARCHITECTURAL CAD TECHNICIAN certificate will provide students with a solid foundation in the field of Architectural Construction Drafting. This certificate can lead to an AAS degree in Architectural Design Technology. The fundamentals of drafting are performed through mastery learning and hands-on application.

COMPUTER AIDED DRAFTING CERTIFICATE

Minimum credit hours required: 9

Certificate Requirements — 9 Credit Hours

- DFT 150¹ AutoCAD 2D (3)
- DFT 200¹ AutoCAD 3D (3)
- DFT 250¹ AutoCAD Customization (3)

The COMPUTER AIDED DRAFTING certificate will provide students with a solid foundation in the field of CAD as a tool for various drafting technologies. Those students who are exploring the field of Computer Aided Drafting or are in need of developing computerized skills will find this certificate challenging and beneficial for future applications.

¹ Placement test and/or prerequisite required.

Fire Science Certificates

The FIRE SCIENCE INTER-MEDIATE CERTIFICATE

program is designed to introduce basic skills and to assist those who desire to enhance their abilities on the job.

Included in the curriculum are practical applications and knowledge. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Fire Science.

INTERMEDIATE CERTIFICATE **Minimum credit hours required: 17**

Certificate Requirements — 17 Credit Hours

- FSC 105 Firefighter I & II (8)
- FSC 200 Hazardous Materials – First Responder (3)
- FSC 236 Firefighter Occupational Safety (3)
- FSC 238¹ Emergency Scene Management (3)

Fire Science

The FIRE SCIENCE ADVANCED CERTIFICATE

program is designed to introduce basic skills and to assist those who desire to enhance their abilities on the job.

Included in the curriculum are practical applications and knowledge. Students may apply the hours of this program toward the Associate of Applied Science degree in Fire Science.

ADVANCED CERTIFICATE **Minimum credit hours required: 40**

Certificate Requirements — 40 Credit Hours

- Completion of the Fire Science Intermediate Certificate (17)
- EMS 131 Emergency Medical Technician (7)
- FSC 135 Fundamentals of Fire Prevention (3)
- FSC 136 Fire Apparatus & Hydraulics (4)
- FSC 234 Fire Investigation (3)
- FSC 239¹ Fire Department Company Officer (3)
- FSC 241 Firefighter Safety & Building Construction (3)

¹ Placement test and/or prerequisite required.

Hospitality Administration Certificates

INTERMEDIATE CERTIFICATE

Minimum credit hours required: 27

Certificate Requirements — 27 Credit Hours

- ENG 135 Career Communication (3)
- or*
- BUS 111 Business English (3)
- BUS 100¹ Mathematics of Business (3)
- BUS 211 Human Resources/Personnel Management (3)
- CIS 120 Introduction to Computer Science (3)
- HRM 100 Introduction to Hospitality (3)
- HRM 140 Food Production Concepts (3)
- HRM 170 Hospitality Information Technology (3)
- HRM 210 Guest Service Management (3)
- HRM 220 Property Management (3)

ADVANCED CERTIFICATE

Minimum credit hours required: 39

Certificate Requirements — 39 Credit Hours

- Completion of the Intermediate Hospitality Administration Certificate (27)
- ACC 101¹ Principles of Financial Accounting (3)
- HRM 225¹ Hospitality Accounting (3)
- HRM 235 Hospitality Law (3)
- HRM 240 Commercial Food Production (3)

The Hospitality Administration program prepares students for entry-level positions in the hospitality industry. Students completing this certificate will develop fundamental skills in which to compete in one of Arizona's fastest growing business.

Hospitality Administration

¹ Placement test and/or prerequisite required.

Legal Secretary Certificate

Legal Secretary

The Legal Secretary Certificate program is designed to give students an introduction to legal secretarial skills and to assist those students who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Office Information Systems.

Minimum credit hours required: 33

Certificate Requirements — 33-34 Credit Hours

- BUS 100¹ Mathematics of Business (3)
- BUS 111 Business English (3)
- BUS 204¹ Business Communications (3)
- BUS 203 Business Law (3)
- or*
- BUS 214¹ Legal, Ethical, & Regulatory Issues in Business (3)
- CIS 102 Computer Literacy (2)
- or*
- CIS 120 Introduction to Computer Information Systems (3)
- CIS 122 Introduction to MS Word (2)
- or*
- CIS 124 Introduction to WordPerfect (2)
- CIS 222¹ Advanced MS Word (2)
- or*
- CIS 224¹ Advanced WordPerfect (2)
- OIS 125¹ Speedwriting I (3)
- OIS 130¹ Machine Transcription (3)
- OIS 225¹ Speedwriting II (3)
- OIS 240¹ Legal Transcription (3)
- OIS 242¹ Legal Secretarial Skills (3)

Optional — 3-6 Credit Hours

- COE 111² Cooperative Education (3-6)

¹ Placement test and/or prerequisite required.

² It is strongly recommended that students enroll in this optional course in addition to the required credit hours for completion of the Legal Secretary Certificate. Please see catalog for course description.

Manufacturing/Welding Certificate

HIGH PRESSURE PIPE & TUBE WELDING CERTIFICATE (Certificate is only offered in Page)

Minimum credit hours required: 39

Certificate Requirements — 39 Credit Hours

- HDE 136¹ Self Management Skills II (2)
- HDE 141 The Job Search (1)
- MAT 124¹ Technical Problem Solving (3)
- MIT 100 Safety in Industry (2)
- MIT 105 Metallurgy (1)
- MIT 120 Rigging (1)
- MIT 140 Arc Welding I (3)
- MIT 141 Arc Welding II (3)
- MIT 145 Welding Gases, Flows, Rates, Filler Metals (2)
- MIT 165 Welding Tools and Equipment (2)
- MIT 170 Welding Symbols/Blueprint Interpretation (2)
- MIT 200 Quality Control - Manufacturing (3)
- MIT 205 Weld Testing and Inspection (2)
- MIT 210¹ Layout and Fitting Techniques (3)
- MIT 282¹ Pipe Welding I (3)
- MIT 283¹ Pipe Welding II (3)
- MIT 295 Manufacturing Lab (3)

This certificate is designed for students seeking progressive training as a skilled High Pressure Pipe and Tube Welder for refineries, nuclear power and coal fired generating units, paper mills, boilers, and processing plants. This program teaches the skills and technical knowledge required to compete in today's high-tech welding industry.

¹ Placement test and/or prerequisite required.

This certificate is designed for students seeking progressive training as a skilled Pipe Welder for the cross country pipe line industry. This program teaches the skills and technical knowledge required to compete in today's high-tech welding industry.

PIPE WELDING CERTIFICATE (Certificate is only offered in Page)

Minimum credit hours required: 33

Certificate Requirements — 33 Credit Hours

- HDE 136¹ Self Management Skills II (2)
- HDE 141 The Job Search (1)
- MAT 124¹ Technical Problem Solving (3)
- MIT 100 Safety in Industry (2)
- MIT 105 Metallurgy (1)
- MIT 120 Rigging (1)
- MIT 140 Arc Welding I (3)
- MIT 141¹ Arc Welding II (3)
- MIT 145 Welding Gases, Flows, Rates, Filler Metals (2)
- MIT 165 Welding Tools and Equipment (2)
- MIT 170 Welding Symbols/Blueprint Interpretation (2)
- MIT 205 Weld Testing and Inspection (2)
- MIT 210¹ Layout and Fitting Techniques (3)
- MIT 282¹ Pipe Welding I (3)
- MIT 295 Manufacturing Lab (3)

¹ Placement test and/or prerequisite required.

Manufacturing/Welding Certificate

STRUCTURAL WELDING CERTIFICATE (Certificate is only offered in Page)

Minimum credit hours required: 30

Certificate Requirements — 30 Credit Hours

- HDE 136¹ Self Management Skills II (2)
- HDE 141 The Job Search (1)
- MAT 124¹ Technical Problem Solving (3)
- MIT 100 Safety in Industry (2)
- MIT 105 Metallurgy (1)
- MIT 120 Rigging (1)
- MIT 140 Arc Welding I (3)
- MIT 141¹ Arc Welding II (3)
- MIT 145 Welding Gases, Flows, Rates, Filler Metals (2)
- MIT 165 Welding Tools and Equipment (2)
- MIT 170 Welding Symbols/Blueprint Interpretation (2)
- MIT 205 Weld Testing and Inspection (2)
- MIT 210¹ Layout and Fitting Techniques (3)
- MIT 295 Manufacturing Lab (3)

This certificate is designed for students seeking progressive training as a skilled Structural Welder in the field of construction. This program teaches the skills and technical knowledge required to compete in today's high-tech welding industry.

¹ Placement test and/or prerequisite required.

Medical Transcription Certificate

Medical Transcription

The Medical Transcription Certificate program is designed to give students an introduction to medical transcription skills and to assist those students who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Office Information Systems.

Minimum credit hours required: 32

Certificate Requirements — 32-33 Credit Hours

- AHS 131 Medical Terminology I (3)
- BUS 111 Business English (3)
- BUS 200¹ Professional Office Skills (3)
- BUS 204¹ Business Communications (3)
- CIS 102 Computer Literacy (2)
or
- CIS 120 Introduction to Computer Information Systems (3)
- CIS 122 Introduction to MS Word (2)
or
- CIS 124 Introduction to WordPerfect (2)
- CIS 222¹ Advanced MS Word (2)
or
- CIS 224¹ Advanced WordPerfect (2)
- OIS 110 Keyboarding Review and Speed (3)
- OIS 130¹ Machine Transcription (3)
- OIS 205 Filing Systems & Records Management (2)
- OIS 210¹ Keyboarding with Applications (3)
- OIS 230¹ Medical Transcription (3)

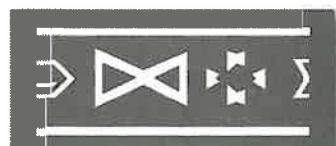
Optional — 3-6 Credit Hours

- COE 111² Cooperative Education (3-6)

¹ Placement test and/or prerequisite required.

² It is strongly recommended that students enroll in this optional course in addition to the required credit hours for completion of the Medical Transcription Certificate. Please see catalog for course description

Course Descriptions



Accounting



ACC 100 (5)
Practical Accounting Procedures
Practical approach to the study of accounting for office, sales, and small business personnel. Includes the basic accounting cycle, special journals, procedures for controlling cash and payroll accounting. Accounting systems and procedures for small businesses are stressed. Five lecture.

ACC 101 (3)
Principles of Financial Accounting
Financial accounting theory as applied to corporate form of business involving service and merchandising activities. Includes analysis and recording of business transactions and preparation of financial statements. Prerequisite: MAT 121 or CCC, ACT, or SAT placement, or ACC 100, or consent of instructor. Three lecture.

ACC 102 (3)
Principles of Managerial Accounting
Accounting theory and practice as it applies to the uses of accounting information in the management decision making process of an organization. Introduces manufacturing accounting (job order, process cost, and standard cost systems) and budgeting. Prerequisite: ACC 101. Three lecture.

ACC 103 (3)
Basic Office Accounting I
Techniques, tools, and composition of a basic bookkeeping system. Includes journalizing an opening entry, journalizing and posting routine transaction from source documents, closing entries, preparing simple financial statements and preparing a post adjusting trial balance to complete the bookkeeping cycle. For non-accounting majors. Three lecture.

ACC 104 (3)
Basic Office Accounting II
Developing and maintaining a set of books for small business. Includes an introduction to the following:

special journals, payroll systems, sales taxes, bad debts, depreciation, notes and interest, accruals, and the partnership and corporate form of business. For non-accounting majors. Prerequisite: ACC 103. Three lecture.

ACC 105 (3)
Income Tax I
Internal Revenue Service Code and Regulations as they pertain to the individual. Tax principles are applied to problems and the preparation of the individual income tax return. Three lecture.

ACC 106 (3)
Income Tax II
Internal Revenue Service Code and Regulations as they pertain to the partnerships, corporations, tax option corporations, consolidated groups, estates and trusts. Tax principles are applied to problems and preparation of federal taxes. Three lecture.

ACC 107 (5)
Income Tax
A comprehensive explanation of the Internal Revenue Service Code and Regulations as they pertain to individuals, partnerships and corporations. Tax principles are applied to problems and the preparation of individual, partnership and corporation tax returns. Five lecture.

ACC 109 (3)
Budget & Forecasting
Roles, techniques, and uses of budgeting and forecasts. Application of budgets, and forecasting management decision making and control. Prerequisite: ACC 101. Three lecture.

ACC 201 (3)
Intermediate Accounting I
Critical analysis of balance sheet accounts. Introduces analysis of income statement expense and revenue accounts with emphasis on the matching process. Problems keyed to studies made by professional accounting societies are studied. Prerequisite: ACC 102. Three lecture.

ACC 202 (3)
Intermediate Accounting II
Completion of the critical study of balance sheet accounts. Continuing intensive analysis of financial statements. Emphasis on comparative analysis of tabulated data, special ratios and measurements, funds and cash flow statements, and accounting for price level changes. Prerequisite: ACC 201. Three lecture.

ACC 204 (3)
Managerial Accounting
Fundamental techniques of dynamic cost and profit control with primary emphasis on responsibility accounting. Includes managerial budget planning, variable expenses, volume relationships, profit analysis, and budget reports. Also includes some problem solving computer applications. It is assumed that students enrolling in this course have computer skills and some accounting background through casework or experience. Three lecture.

ACC 205 (3)
Cost Accounting
Cost accounting principles applied to manufacturing operation. Concentrates on accounting for labor, materials, manufacturing overhead, and manufacturing expenses. Includes cost and profit analysis and problem solving using computer applications. It is assumed that students enrolling in this course have computer skills and some accounting background through casework or experience. Three lecture.

ACC 206 (3)
Accounting & EDP Systems
Electronic data processing systems as they apply to accounting systems. Provides hands-on experience with microcomputer hardware and software packages. Includes accounting cycle transaction and management decision-making applications. Three lecture.

ACC 207 (3)
Office Accounting & EDP Systems
Practical procedures and applications in office accounting using a hands-on approach, paper and pencil systems, and microcomputer systems. Includes the completion of

special journals, worksheets, financial statements, payroll documents, business documents, and tax reports. Three lecture; one lab.

ACC 210 (3)
Financial Statement Analysis
 Characteristics of financial statements with a review of basic accounting principles as applied to financial statements. Emphasizes developing the tools and techniques used in analyzing financial statements, including the use of computer spreadsheets. Three lecture.

ACC 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Air Force Studies

AES 101 (2)
The Air Force Today I
 Survey course focusing on organizational structure and missions of Air Force organizations, military customs and courtesies, officership and Corp values, and an introduction to written and oral communication skills, physical fitness training and demonstration of command. One lecture; two lab.

AES 102 (2)
The Air Force Today II
 Survey course focusing on role and mission of U.S. strategic offensive and defensive forces, aerospace support forces, and general purpose forces; examination of topics in the use of national power; principles and theory of flight, and basic communication skills, physical fitness training and demonstration of personal leadership and managerial abilities. One lecture; two lab.

AES 201 (2)
Development of Air Power I
 This course covers the historical survey of trends, events, and policies that led to the emergence of air power through the Persian Gulf War. It also provides an introduction to basic leadership and management skills, ethical decision making, basic communication skills and prepares students to attend field training. One lecture; two lab.

AES 202 (2)
Development of Air Power II
 This course covers the establishment of the Air Force as a separate service, the Cold war, development of various concepts of employment and technological improvements of air power from Korean conflict to present; effective communication skills and application of elements of personal leadership. One lecture; two lab.

Allied Health Sciences

AHS 100 (3)
Introduction to Health Services
 Overview of the inner workings of the health care industry and the political, cultural, and socio-economic forces that shape the delivery of health services. Predominant health care systems in the U.S. including Medicare and Medicaid will be examined along with the availability and utilization of various resources, health ethics and law, and quality of care. Three lecture.

AHS 131 (3)
Medical Terminology I
 Medical vocabulary for beginning students in allied health and science fields. Includes word roots, prefixes, suffixes, and abbreviations. Emphasizes spelling, pronunciation, and definition. Three lecture.

AHS 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pur-

suing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Administration of Justice

AJS 101 (3)
Introduction to Administration of Justice
 Organization and jurisdiction of local, state, and federal law enforcement, judicial and corrections systems, terminology, and constitutional limitations of the system. Three lecture.

AJS 105 (3)
Juvenile Detention Studies
 Introduction to the field of Juvenile Detention, including responsibilities and job duties of the detention employee. The course will include both legal and procedural issues in the subject area. Three lecture.

AJS 110 (3)
The Correction Function
 History and development of correctional theories and institutions. Three lecture.

AJS 120 (3)
Substantive Criminal Law
 Philosophy and legal sanctions and historical development from the common law to Modern American Criminal Law. Classifications of crimes, elements of and parties to crimes, general definitions of crime, common defenses utilized, and review of offenses and the essential elements of each defense. Three lecture.

AJS 130 (3)
The Police Function
 Theories of procedures and methods of operations with emphasis on the discretionary powers available to the working police officer. Career opportunities and current trends in law enforcement will be presented. Three lecture.

AJS 141 (3)**Gang Behavior & Street Violence**

Development of gangs, how society promotes them, and how they are self-sustaining through street violence. Includes a detailed look at victims' rights and the history of vigilantes in America. Three lecture.

AJS 150 (3)**Rules of Criminal Procedures**

Procedural criminal law including the judiciary role in the criminal justice systems, the right to council, pretrial release, grand juries, adjudication process, types and rules of evidence, and sentencing. Three lecture.

AJS 160 (3)**Police Administration**

Principles of administration and organization of agency field functions and services within law enforcement organizations. Three lecture.

AJS 170 (3)**Introduction to Security**

Functions and services provided by a security organization. Explains the relationship between private, internal, and external security services as they relate to law enforcement agencies. Three lecture.

AJS 200 (3)**Community Relations**

Examination, recognition, and understanding of community problems; community action programs; methods of coping with human behavior; conflict and communications; ethnic and minority cultures and environments; the community and the relationships with the criminal justice system. Three lecture.

AJS 220 (3)**Rules of Evidence**

Understanding of the rules of evidence which most often affect personnel concerned with the administration of the criminal law. Three lecture.

AJS 230 (3)**Crime & Delinquency**

Basic concepts of deviant behavior; evaluates current literature and

studies the application of current criminological theories related to patterns of deviance. Three lecture.

AJS 240 (3)**Juvenile Justice Procedure**

History and development of juvenile procedures and institutions. Three lecture.

AJS 250 (3)**Criminal Investigations**

Fundamentals of criminal investigation. Examines theory of criminal investigation, crime scene procedures, case preparation, interviewing, and basic investigative techniques. Three lecture.

AJS 260 (3)**Constitutional Law**

Constitutional law as it relates to the operation of the criminal justice system. Three lecture.

AJS 265 (3)**Probation & Parole**

The selection process for the release of both adults and juveniles under the supervision of probation and parole guidelines and the community values consistent with those under supervision. Three lecture.

AJS 280 (3)**Criminology**

Deviance and society's role in defining behavior; theories of criminality and the economic, social, and psychological impact of crime and victimization; relationships between statistics and crime trends. Three lecture.

AJS 291 (3)**Terrorism & Counterterrorism**

Nature of terrorism, terrorist threat, and countermeasures to combat terrorism. Prerequisite: Enrollment limited to employees of law enforcement agencies. Three lecture.

AJS 292 (3)**Hostage Negotiations**

Essentials of hostage negotiations for all personnel and may serve as a refresher for trained personnel. Prerequisite: Enrollment limited to employees of law enforcement agencies. Three lecture.

AJS 293 (3)**Firearms Training**

Proper instruction of firearm use. Emphasizes safety factors and proper operational use. Prerequisite: Enrollment limited to law enforcement agencies and with permission of program director. Three lecture.

AJS 298 (1-6)**Special Topics**

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Anthropology


ANT 101 (3)**Introduction to Physical Anthropology**

An introductory survey of the basic principles, concepts, assumptions, theories, and vocabulary of human evolution and world archaeology. Three lecture.

ANT 102 (3)**Introduction to Cultural Anthropology**

Impact of culture on human behavior, the interrelationships among the different parts of a culture, the view of cultures as adaptive systems, and the relevance of applied anthropology to public policy making in the United States. Three lecture.

ANT 110 (3)**Exploring Archaeology**

History, methods, and theory of archeology with an emphasis on modern techniques of studying prehistoric and historic populations and their cultural remains. Three lecture.

ANT 241 (3)**Anthropology of Religion**

Anthropology of religious practices employed by both western and non-western peoples in dealing with adversity, misfortune, illness, death and similar phenomena beyond human control. Three lecture.

ANT 298 (1-6)**Special Topics**

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Art


ART 100 (3)**Art Appreciation**

Historical overview and appreciation of painting, sculpture, architecture, film, and crafts. Examines individual works of art with regard to both their formal qualities and the way they reflect the shifting patterns of culture. Field trips. Three lecture.

ART 103 (3)**Native American Art of the Southwest**

Survey of Native American artwork from the southwestern United States covering architecture, arts and crafts from the prehistoric period to the present. Also includes the history of native cultures of the region. Field trips to local prehistoric sites and museums. Three lecture.

ART 105 (3)**Beginning Art**

Introductory course in drawing and painting techniques and materials for students who would like to explore their creativity. One lecture; five lab. May be taken for S/U credit.

ART 110 (3)**Drawing I**

Perspective and visual perception as related to developing artistic visual growth in perceiving our environment. Emphasizes analysis of objects and their compositional placement within the pictorial construction. One lecture; five lab. May be taken for S/U credit.

ART 111 (3)**Drawing II**

Further development of technical and perceptual drawing skills. Emphasis on composition and

pictorial content. Prerequisite: ART 110 or consent of instructor. One lecture; five labs. May be taken for S/U credit.

ART 114 (3)**Stained Glass I**

Copper foil and lead techniques of stained glass, including precision glass cutting and creative application of these techniques in producing interior and architectural pieces. One lecture; five lab. May be taken for S/U credit.

ART 115 (3)**Color Theory**

Principles of color theory related to the visual arts. Includes a variety of media. Prerequisite: ART 110 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 120 (3)**Ceramics I**

Introduction to handbuilding techniques, wheel throwing, glazing and other decorative techniques, kiln firing and ceramics history. One lecture; five lab. May be taken for S/U credit.

ART 121 (3)**Ceramics II**

Emphasis on developing intermediate skill with the potter's wheel and handbuilding methods, glazing and decoration techniques, and kiln operations. Prerequisite: ART 120. One lecture; five lab. May be taken for S/U credit.

ART 130 (3)**Computer Graphics I**

An introductory course in computer graphics. Introduction to design principles and visual problem solving with software suitable for two-dimensional design and illustration. Prerequisite: CIS 102 or CIS120 or consent of instructor. Recommended: ART 110 and ART 160. Two lecture; two lab. May be taken for S/U credit.

ART 133 (2)**Calligraphy I**

Basic calligraphic skills including letter form, spacing, and page design. One lecture; two lab. May be taken for S/U credit.

ART 134 (2)**Calligraphy II**

Expands calligraphic skills including letter form, spacing, and page design. One lecture; two lab. May be taken for S/U credit.

ART 140 (3)**Jewelry I**

Jewelry and the hand working of nonferrous craft metals and associated materials. One lecture; five lab. May be taken for S/U credit.

ART 150 (3)**Photography I**

Photography as an art form. Includes camera operation with emphasis on its use as a creative tool. Basic darkroom techniques and controls, including film development, contact printing, enlarging and composition. Two lecture; four lab. May be taken for S/U credit.

ART 151 (2)**Photography Techniques & Materials**

More advanced techniques and materials than the basic course. Emphasis on developing an alternative vision. Prerequisite: ART 150 or consent of instructor. One lecture; two lab.

ART 160 (3)**Color & Design**

Fundamentals of two-dimensional design emphasizing study and utilization of the Principles of Design, development of a visual vocabulary, and study of color theory. Prerequisite: ART 110 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 165 (3)**Three-dimensional Design**

Introduction to the fundamental concepts and design principles involved in organizing three-dimensional space and materials used in three-dimensional art forms. One lecture; five lab.

ART 180 (3)**Sculpture I**

Introduction to sculptural processes, techniques and materials in clay, metal, wood, and stone. Includes sculptural history and criticism.

Prerequisite: ART 165 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 190 (3)

Oil/Acrylic Painting I

Introduction to techniques and materials traditionally used in oil and/or acrylic painting. Prerequisite: ART 110 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 191 (3)

Oil/Acrylic Painting II

Intermediate course in developing expressive and descriptive skills using oil and/or acrylic paint. Prerequisite: ART 190 and ART 160 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 194 (3)

Watercolor I

Transparent qualities of watercolor medium. Techniques and materials will be used to stimulate personal creativity and uniqueness of expression. One lecture; five lab. May be taken for S/U credit.

ART 195 (3)

Watercolor II

Increased opportunity for independent development. Implements study of techniques to fit individual needs. Prerequisite: ART 194 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 201 (3)

Art History I

Study of the historical development of significant periods and styles in painting, sculpture, and architecture from the prehistoric through the Gothic periods. Emphasis is placed upon the cultural context within which the works of art are created. Pre-requisite: ENG 101. Three lecture.

ART 202 (3)

Art History II

Historical development of significant periods and styles in painting, sculpture, and architecture from the Renaissance to the twentieth century with an emphasis on the cultural context within which the works of art were created. Prerequisite: ENG 101. Three lecture.

ART 203 (3)

Artist's Business Course

Business skills for the practicing artist. Budgeting, bookkeeping, tax planning, contracts, marketing, and grantsmanship. Three lecture.

ART 210 (3)

Life Drawing I

Application of the elements of drawing in the description of the human figure, drawing from the model. Topics include: light and shade, composition, and anatomy. Prerequisite: ART 110 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 214 (3)

Stained Glass II

Design and construction of stained glass pieces using copper foil and/or lead processes, manipulation of the surface of glass using an etching process, basic glass design vocabulary, developing proficiency with glass working hand tools. Prerequisite: ART 114. One lecture; five lab. May be taken for S/U credit.

ART 220 (3)

Art of the United States

Study of the historical development of the arts and architecture in America from the Colonial period to the present. Prerequisite: ENG 101. Three lecture.

ART 221 (3)

Art History of the Southwestern United States

A historical survey of painting, sculpture, and architecture in the southwestern region of the United States from pre-historic time to the present. Prerequisite: ENG102. Three lecture.

ART 225 (3)

History of Photography

Historical development of the aesthetics and technology of photography from 1836 to the present. Prerequisite: ENG 101. Three lecture.

ART 250 (3)

Photography II

Advanced black and white photography course with darkroom, studio, and lecture elements designed for those who wish to pursue photography in-depth, both on an aesthetic

and technical level. Prerequisite: ART 150 or consent of instructor. Two lecture; four lab. May be taken for S/U credit.

ART 251 (3)

Color Photography

Color photography as an art form. Includes a study of color potential in photography and its related problems; basic additive and transparency films; color films and their inherent tonal rendition; color changes accomplished in solarization. Prerequisite: ART 150 or consent of instructor. Two lecture; four lab. May be taken for S/U credit.

ART 298 (1-6)

Special Topics

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Automotive



AUT 100 (3)

Automotive Basics

Basic automotive knowledge as it relates to owner/operator of an automobile or light truck. It will give the student an understanding of systems and maintenance. Two lecture; two lab.

AUT 298 (1-6)

Special Topics

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Aviation



AVT 131 (3)

Private Ground School

Aviation fundamentals including aerodynamics, aircraft performance and operations, earth's atmosphere and weather systems, radio commu-

nications and navigation, aeronautical chart reading and course plotting, use of the plotter and slide graphic physiology. Three lecture. May be taken for S/U credit.

AVT 132 (3) **Instrument Pilot Ground School**

Non-flying aspects of instrument pilot aviation needed to prepare for the FAA written examination and to become an instrument-rated pilot. Topics include instrument flight environment, operational confederations, advanced meteorology, instrument flight planning, and regulations. Three lecture.

AVT 298 (1-6) **Special Topics**

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Biology



BIO 100 (4) **Biology Concepts**

Basic principles and concepts of biology. Explores methods of scientific inquiry and behavior of matter and energy in biological systems. Prerequisites: MAT 087 or equivalent or placement; ENG 101 or equivalent or placement; or consent of instructor. Three lecture; three lab.

BIO 105 (4)
Environmental Biology
Basic concepts of ecology and the importance of human interaction with the natural ecosystem. Field trips. Prerequisites: MAT 087 or equivalent, or equivalent placement; ENG 102 or consent of instructor. Three lecture; three lab.

BIO 109 (4) **Natural History of the Southwest**

Based on the life zone concept, an examination of the geologic and ecology history of the Southwest.

Emphasis is on the identification and adaptations of biotic populations. Involves field trips. Prerequisite: ENG 101 or equivalent score on reading comprehension placement test or consent of instructor. Three lecture; three lab.

BIO 184 (4) **Plant Biology**

Processes and principles of plant biology emphasizing vascular plants and a study of the plant kingdom. Prerequisite: BIO 100 or consent of instructor. Three lecture; three lab.

BIO 190 (4) **Animal Biology**

Processes and principles of animal biology emphasizing structure, similarities and differences, and major animal groups. Prerequisite: BIO 100 or consent of instructor. Three lecture; three lab.

BIO 201 (4) **Human Anatomy & Physiology I**

Design and function of the human body. Topics include cells, tissues, integumentary, muscular, skeletal, nervous, and sensory systems. Prerequisite: a college-level Biology course (100 or above) or consent of instructor. Three lecture; three lab.

BIO 202 (4) **Human Anatomy & Physiology II**

Design and function of the human body. Topics include body fluids, immune, cardiovascular, respiratory, digestive, urinary, and reproductive systems. Prerequisite: BIO 201 or equivalent or consent of instructor. Three lecture; three lab.

BIO 205 (4) **Microbiology**

Microorganisms and their relationships to health, ecology, and related areas. Prerequisite: One semester of college level chemistry or consent of instructor. Three lecture; three lab.

BIO 253 (4)
Biotechnology and Social Issues
Examinations of the natural and human-manipulated processes in-

involved in genetics and gene expression. Concentrations on current genetic manipulations and potential consequences in biology, ecology, social and ethic concerns, and potential legal aspects. Field trips may be involved. Intended for those interested in the influence of science on society. Prerequisite: two semesters of high school Biology within the last 4 years or BIO 100 or above. Three lecture; three lab.

BIO 298 (1-6) **Special Topics**

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Business



BUS 100 (3) **Mathematics of Business**

Mathematical concepts and procedures involved in financial transactions. Includes a review of basic arithmetic and algebraic skills, percentages, loans, insurance, investments, depreciation, amortization, proration, estate planning, taxes, and closing statements. Prerequisite: MAT 087 or CCC, SAT, or ACT placement. Three lecture.

BUS 101 (3) **Introduction to Business**

Elements of business and industry. Includes the history, structure, function and contribution of business and industry to our society. Three lecture.

BUS 102 (3) **Introduction to International Trade & Business**

Basic elements of business in the international market. Includes examination of the social, political, economic, cultural and technological environment of international business. Three lecture.

BUS 103 (3)
Personal Finance
 Problem solving for the financial needs of individuals. Includes budgeting, banking, home ownership and real estate, saving, investing, borrowing, insurance, and planning for wills and trusts. Three lecture.

BUS 105 (3)
Basic Investments
 Study of inflation, taxation, government securities, stocks and bonds, real estate, and retirement plans. Three lecture.

BUS 106 (3)
Introduction to Organizational Behavior
 Human behavior in a work setting. Awareness of individual behavior, two-person interaction, dynamics of group and intergroup behavior, and effects of the total system on behavior within the organization. Three lecture.

BUS 107 (3)
Retail Management
 Management elements of the retailing profession, across-the-counter relationships and activities, problems of market opportunity, identification of markets, pricing, promotion decisions, and the techniques of retail control. Three lecture.

BUS 108 (3)
Introduction to Selling
 General principles of successful personal selling. Qualities and qualifications of training programs for successful selling practices. Three lecture.

BUS 110 (3)
Advertising & Sales Promotion
 Theory and function of advertising and sales promotion. Role of advertising, target marketing, media and media strategy, and the impact of behavioral sciences on advertising. Preparation and presentation of an advertising campaign. Three lecture.

BUS 111 (3)
Business English
 Review and reinforcement of spelling, punctuation, capitalization, sentence structure, word usage, and up-to-date formatting techniques as they apply to business letter and report writing. Three lecture.

BUS 200 (3)
Professional Office Skills
 Standard office procedures including specific practical skills needed in technical/computer knowledge, office support activities, communication, decision-making, and career employment and advancement. Prerequisite: OIS 110 or consent of instructor. Two lecture; two lab.

BUS 203 (3)
Business Law
 History and structure of the American legal system as it applies to business. Contract law with some discussion of criminal law and tort law. Three lecture.

BUS 204 (3)
Business Communications
 Solving business problems through effective oral and written communications. Letter forms and methods of writing business letters. Creating functional letters related to inquiry, response, good will, sales, credit, and adjustment and collection. Prerequisite: ENG 101 and either BUS 111 or consent of instructor and appropriate placement on the Business English Proficiency Test. Three lecture.

BUS 206 (3)
Principles of Management
 Fundamentals of management including the management principles and techniques used for business objectives, structure, operational procedures, and control procedures. Principles and techniques discussed may be applied to any area of business and industry. Three lecture.

BUS 207 (3)
Principles of Marketing
 Environment of marketing including analysis of various marketing activities and discussion of the economic, psychological and sociological factors which influence marketing activities. Three lecture.

BUS 208 (3)
Applied Management Techniques
 Integrates the functional areas of management into the direct solution of business and management problems. Includes a comprehensive business plan. Three lecture.

BUS 209 (3)
Principles of Supervision
 Concepts and techniques used in the direct supervision of others. Supervisor's relationship to those directly supervised and others in the organization, management of human and physical resources, group processes, communication, and leadership skills. Three lecture.

BUS 210 (3)
Human Relations in the Workplace
 Dynamics of human interaction in groups; the influence of these interactions on the efficiency, morale, and supervision of others; the behavior patterns which impact the success of organizational environments. Three lecture.

BUS 211 (3)
Human Resources/Personnel Management
 Human resources planning and its application to the organization's goals and objectives. Human resources policies, job analysis, employee selection, training, performance evaluation, benefits, compensation, labor relations, morale, safety, and termination. Three lecture.

BUS 212 (3)
Importing & Exporting
 Volume and complexities involved in importing and exporting out of the United States. Role of the United States in international markets and import/export regulations, documentation, and duties. Three lecture.

BUS 213 (3)
Small Business Management
 Fundamentals of starting and operating a small business. Location, financing, organization, feasibility studies, and sales promotion. Three lecture.

BUS 214 (3)
Legal, Ethical & Regulatory Issues in Business
 Legal theories, ethical issues, and regulatory climate affecting business policies and decisions. Prerequisite: ENG 101 or consent of instructor. Three lecture.

BUS 215 (3)
Business Ethics
Techniques of moral reasoning and argumentation used to analyze and resolve modern business issues: legal issues, corporate responsibility, worker's rights and responsibilities, technological issues, information, and advertising. Three lecture.

BUS 216 (3)
Principles of Business Finance
Principles of financial management as applied to the operations of non-financial business and industry firms. Application of financial analysis tools and techniques needed for the process of business and industry financial administration and decision making, goals and functions of financial management, analysis and planning, working capital management, capital budgeting, and the cost of capital risk. Three lecture.

BUS 217 (3)
Credit & Collection Principles
Basic elements of the credit and collection function of financial institutions and business. Nature, function, classification, and principles of commercial credit; analysis of agency reports; and collection procedures. Three lecture.

BUS 218 (3)
Customer Service
Effective communication skills to benefit the customer service contact personnel. Establishing contact, defining and resolving problems, and closing an encounter. Three lecture.

BUS 225 (3)
Total Quality Management
History and growth of TQM, Deming's fourteen points to TQM, evaluative tools used in TQM, and the major factors concerning total quality management. Three lecture.

BUS 232 (3)
Business Statistics & Analysis
Business statistics, including the collection, tabulation, and analysis of business and economic data. Averages, dispersion, statistical inference, correlation and regression, and statistical decision making and problem solving. Prerequisite: MAT 142 or MAT 151. Three lecture.

BUS 298 (1-6)
Special Topics
Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Chemistry



CHM 090 (3)
Preparatory Chemistry
Introductory course designed for students who have not had chemistry before and are planning to take CHM 130 or CHM 151. Includes basic principles and concepts of chemistry. Prerequisites: MAT 087 or placement and ENG 060 or placement. Three lecture. S/U credit only.

CHM 130 (4)
Fundamental Chemistry
General inorganic chemistry, scientific methods, and general laboratory procedures. Prerequisite: High school chemistry or CHM 090 and MAT 121 or equivalent, or consent of instructor. Three lecture; three lab.

CHM 151 (4)
General Chemistry I
Fundamental concepts in chemistry. Stoichiometry, gas laws, atomic and molecular theory, and states of matter. Prerequisite: High school chemistry or CHM 090 AND MAT 121 or equivalent, or consent of instructor. Three lecture; three lab.

CHM 152 (4)
General Chemistry II
Kinetics and equilibrium, nuclear, aqueous solution, and electrochemistry. Prerequisite: CHM 151. Three lecture; three lab.

CHM 190 (3)
Environmental Chemistry
Elementary atomic theory, the periodic table, and chemical compounds and reactions. Environmental impact: nuclear power, air and atmosphere pollution, water pollution, pesticides, food additives, and drugs. Minimal mathematics. Three lecture.

CHM 298 (1-6)
Special Topics
Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Computer Information Systems



CIS 102 (2)
Computer Literacy
Introduces students to general computer concepts including computer-related terminology, computer system components, and computer operations. Students will learn the fundamental computer features of and create documents in word processing, spreadsheet, charting, and database software. No prior computer experience necessary. One lecture; two lab. May be taken for S/U credit.

CIS 111 (1)
Principles of Programming
Introduction to programming logic and structures as applied to business computer applications and programming languages. Structure techniques and high-level languages. No prior computer experience necessary. One lecture; one lab. May be taken for S/U credit.

CIS 112 (2)
Introduction to Windows
Basic operations and components of Windows environment through hands-on experience using many of the Windows tools and accessory applications. One lecture; two lab. May be taken for S/U credit.

CIS 113 (1)
Introduction to PowerPoint
 An introduction to creating, modifying, enhancing and presenting a PowerPoint Presentation. Students will learn basic techniques and skills needed to create slides with special effects, animation and transition elements for professional presentations. One lecture. May be taken for S/U credit.

CIS 115 (1)
Introduction to the Internet
 Skills and applications necessary to browse the Internet and use electronic mail. Basic operations and components of the Internet environment through hands-on experience. One lecture. May be taken for S/U credit.

CIS 117 (1)
Creating Web Pages
 An introduction to creating and editing documents for the World Wide Web (WWW). Students will learn basic editing and design skills and develop a multi-page document including graphical elements. CIS 115 or prior fundamental working knowledge of the Internet is recommended. One lecture. May be taken for S/U credit.

CIS 120 (3)
Introduction to Computer Information Systems
 Concepts and theories regarding computer hardware, software, and information processing systems. Includes an intensive lecture component covering the most current technological/computer information available as well as a hands-on component using word processing, spreadsheet, database, and presentation, e-mail and web browsing application software packages. No prior experience necessary. Two lecture; two lab.

CIS 122 (2)
Introduction to MS Word
 Concepts and capabilities of word processing software MS Word in the Windows environment through extensive hands-on experience with business applications creating, editing, and enhancing documents appropriate to the work environ-

ment and personal use. No prior computer experience required. One lecture; two lab. May be taken for S/U credit.

CIS 123 (2)
Introduction to MS Excel
 Concepts and capabilities of electronic spreadsheet software using MS Excel in the Windows environment through extensive hands-on experience using business applications. Prior computer experience not required. Mathematics skills equivalent to BUS 100 or MAT 121 recommended. One lecture; two lab. May be taken for S/U credit.

CIS 124 (2)
Introduction to WordPerfect
 Capabilities of word processing software using WordPerfect in a Windows environment. Students will gain the skills necessary to create, edit, and enhance documents appropriate for the workplace or for personal use. No prior experience with computers required. One lecture; two lab. May be taken for S/U credit.

CIS 125 (3)
Introduction to Databases
 Database design using the relational model and entity-relation diagrams. Concepts and capabilities of database management system (DBMS) software through extensive hands-on experience. No prior Windows experience necessary. Two lecture; two lab. May be taken for S/U credit.

CIS 127 (3)
Introduction to Desktop Publishing
 Basic and advanced concepts and capabilities of desktop publishing software in the Windows environment through extensive hands-on experience using business and personal applications. Prerequisite: CIS 122, CIS 124, or consent of instructor. Two lecture; two lab. May be taken for S/U credit.

CIS 220 (3)
Applications Programming I
 Program design, structured programming for report generation, file maintenance, on-line applications, and data analysis in various organiza-

tional and application settings using a suitable microcomputer language. Prerequisite: CIS 120 or consent of instructor. Two lecture; two lab.

CIS 221 (3)
Applications Programming II
 Study of a business-oriented programming language, skills in problem formulation, and structured programming design, coding, testing, and documentation developed through required computer programs. Prerequisite: CIS 120 and CIS 220. Two lecture; two lab.

CIS 222 (2)
Advanced MS Word
 Extensive hands-on experience in advanced concepts and capabilities of MS Word. Prior experience creating, editing, and formatting documents required. Prerequisite: CIS 122 or consent of instructor. One lecture; two lab. May be taken for S/U credit.

CIS 223 (2)
Advanced MS Excel
 Advanced capabilities of spreadsheets using MS Excel incorporating data selection operations, advanced worksheet, range operations, functions, and 3-dimensional operations for personal or business use. Prior experience creating, editing, and formatting spreadsheets and graphs required. Prerequisite: CIS 123 or consent of instructor. One lecture; two lab. May be taken for S/U credit.

CIS 224 (2)
Advanced WordPerfect
 Instruction for students who want to learn how to use the advanced capabilities of WordPerfect. Students will gain the skills necessary to use advanced WordPerfect concepts suitable for personal use or in a business environment, such as newsletters, graphic images, TextArt, templates, abbreviations, macros, sorts, advanced data table features, and merging labels. Prior experience creating, editing, and formatting word processing documents required. Prerequisite: CIS 124 or consent of instructor. One lecture; two lab. May be taken for S/U credit.

CIS 230 (3)
Implementing and Supporting Windows 95
 Installing, configuring, customizing, optimizing and troubleshooting Windows 95 operating system. This course includes integrating Windows 95 with various networks. This course helps to prepare students to take the Microsoft Certified Professional exam for Windows 95. Prerequisite: CIS 112 or consent of instructor. Three lecture; one lab.

CIS 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Cooperative Education

COE 111 (3-6)
Cooperative Education
 Optional course for students who have completed at least 15 hours of specific occupational coursework and who are looking for paid, practical learning experiences that relate academic training to real life situations on the job. Credit based on fulfillment of a contract developed and agreed upon by the instructor, student, employer, and Division Chair. Contract will outline specific goals as well as work program plan designed to meet those goals through demonstrated achievement and should be completed prior to the semester in which the work program takes place. Three credit hours will be awarded at the conclusion of: a) completing at least 135 hours designated on-the-job experience in a semester (45 hours per credit) and b) meeting with the coordinating instructor at least five times during the semester (once every three weeks.) Three to six variable credit hours.

COE 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Counseling

Counseling (COU) courses are now listed under Human Development Education (HDE)

Dance

DAN 100 (2)
Beginning Dance Movement
 Dance movement for adults with no experience in dance. Ballet, character dances, and modern dance movements. Dance movement concepts for exercise. One lecture; two lab. May be taken for S/U credit.

DAN 105 (2)
Aerobic Dance I
 Aerobic dance as a fun way to develop strength, endurance, and flexibility through strengthening, stretching, and cardiovascular activity. One lecture; two lab. May be taken for S/U credit.

DAN 110 (2)
Ballet I
 Basic ballet techniques and appreciation of ballet as a form of artistic expression. One lecture; two lab. May be taken for S/U credit.

DAN 120 (2)
Modern Dance I
 Beginning modern dance technique. One lecture; two lab. May be taken for S/U credit.

DAN 130 (1)
Concert Dance I
 Performance in specially choreographed dance productions. Methods used in choreography. Two lab. May be taken for S/U credit.

DAN 140 (1)
Folk Dance I
 Elements of folk dancing. Two lab. May be taken for S/U credit.

DAN 150 (2)
Jazz Dance I
 Basic jazz dance technique. One lecture; two lab. May be taken for S/U credit.

DAN 160 (2)
Awareness through Dance
 This is a class for students wishing to gain a greater sense of awareness of themselves through movement and dance techniques. The class incorporates different movement and awareness modalities such as Feldenkreis, yoga, Tai Chi, and improvisational dance. One lecture; two lab. May be taken for S/U credit.

DAN 170 (3)
Dance for the Performing Artists
 Movement techniques and styles for the performing artist. Beginning dance, improvisation, mime, vocalization and stage presence are among the topics covered. Designed for students and performers involved in theatre, musical theatre and opera. Two lecture; two lab. May be taken for S/U credit.

DAN 200 (2)
Improvisation
 Introduces principles of dance improvisation. Study and development of creative movement sources and potential through exploration of human and environmental relationships. One lecture; two lab. May be taken for S/U credit.

DAN 211 (3)
Ballet II
 Ballet techniques for the student with previous ballet experience. Two lecture; two lab. May be taken for S/U credit.

DAN 221 (3)
Modern Dance II
 Intermediate modern dance techniques. Two lecture; two lab. May be taken for S/U credit.

DAN 250 (3)
Jazz Dance II
 Study of technical detail in the development and conditioning of the body for jazz and professional dance today. Two lecture; two lab. May be taken for S/U credit.

DAN 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Drafting



DFT 110 (3)
Technical Drafting and CAD Fundamentals
 Technical drafting fundamentals, supported by introductions to computer aided drafting (CAD), enabling the familiarization and visualization of drafting principles, standards, tools, and techniques. Two lecture; two lab.

DFT 125 (3)
Architectural Drafting I
 Principles of architectural drafting design and techniques. This board drafting course covers fundamentals of design, space, utilization, drafting tool usage, construction drafting requirements, and the development of a set of blueprints. Prerequisite: DFT 110 or consent of instructor. Two lecture; two lab.

DFT 150 (3)
Auto CAD 2D
 This course will enable students to utilize computer aided drafting (CAD) in a 2D medium. Prerequisite: DFT 110 or consent of instructor. Two lecture; two lab.

DFT 170 (3)
CADKey I
 Working knowledge of geometric construction and an introduction to computer-aided manufacturing software program in creating 2D drawings. Two lecture; two lab.

DFT 200 (3)
AutoCAD 3D
 This course furthers a student's mastery of computer aided drafting (CAD) by exploring how to unlock the power of 3D through the use of advanced AutoCAD applications. Prerequisite: DFT 150. Two lecture; two lab.

DFT 210 (3)
Technical Drafting I – CAD 2D
 Application of technical drafting technology using computer aided drafting (CAD) as the medium for drafting. Auxiliary views, revolutions, dimensioning, tolerancing, fasteners, design, and working drawings shall be covered, utilizing several working drawings. Prerequisite: DFT 150. Two lecture; two lab.

DFT 225 (3)
Architectural Drafting I – CAD
 Application of construction architectural drawings using the power of computer aided drafting (CAD) as the medium for drafting. Utilizes working drawings to focus on scale to drawing parameters, symbol libraries, dimensioning, and drawing enhancement. Prerequisite: DFT 125 and DFT 150. Two lecture; two lab.

DFT 250 (3)
AutoCAD Customization
 Creating and customizing AutoCAD's menus for increased productivity in drafting by utilizing AutoCAD's menu customization system and AutoLISP programming. Prerequisite: DFT 200. Two lecture; two lab.

DFT 260 (3)
Architectural Drafting II – CAD
 Advanced application of construction architectural drawings using the power of 2D and 3D computer aided drafting (CAD) as the medium for drafting. Advanced 2D detail views, electrical, mechanical, and plumbing. 3D drawings including floor plans, plot plans, elevations, perspectives, landscape, and detail views, utilizing several working drawings interfacing with a multi-plotter. Prerequisite: DFT 200 and DFT 225. Two lecture; two lab.

DFT 270 (3)
CADKey II
 Advanced knowledge of the 3D capabilities of the computer aided drafting (CAD) software and the Cartesian coordinate system common to most CAD systems with the addition of the Z axis or depth of a given design. Prerequisite: DFT 170. Two lecture; two lab.

DFT 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Economics



ECN 204 (3)
Macroeconomic Principles
 Basic principles of macroeconomics designed to acquaint the student with workings of the national economy: market economy, national income accounting, fiscal/monetary policy, and the Federal Reserve System. Pre- or co-requisite: ENG 102. Three lecture.

ECN 205 (3)
Microeconomic Principles
 Microeconomic topics of market structures, elasticity, price and output determination, and general equilibrium. Three lecture.

ECN 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Education

EDU 200 (3)
Introduction to Education
Education in the United States, the historical development and social foundations of education and teaching, the student as learner, and current issues and trends in education. Three lecture.

EDU 250 (3)
The Community College
Development of the community college in the United States including its mission and role. Compares the community college structure in the state of Arizona with selected community college systems of other states. Three lecture.

EDU 298 (1-6)
Special Topics
Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Engineering

EGR 186 (3)
Introduction to Engineering Design
Introduction to design processes, problem solving techniques, team organization and management with an emphasis on oral and written communication skills. This course is designed to provide the student with skills needed for academic and career success. Prerequisite: ENG 101, or equivalent placement by exam. Pre- or corequisite: MAT 187.

EGR 251 (3)
Applied Mechanics - Statics
Study of the fundamentals of applied mechanics (Newton's Laws) utilizing force diagrams, vector analysis, equations of equilibrium, moments, and centroids. Prerequisite: PHY 161, MAT 230, and ENG 101.

Electronic

ELT 100 (3)
Concepts of Electricity & Basic Electronics
Electronics, including DC and AC, transistors, optoelectronic devices, linear and digital ICs, and electronic career opportunities. One lecture; three lab.

ELT 120 (3)
Direct Current (DC)
Basic electricity theory and components beginning with Ohm's Law and atomic structure and progressing to circuit analysis techniques used in solving series, parallel and series-parallel networks. Uses network theorems to evaluate multi-source circuits. Prerequisite: MAT 121. Two lecture; two lab.

ELT 130 (3)
Alternating Current (AC)
Basic electrical theory as it applies to circuits containing capacitance, inductance, and resistance with sinusoidal voltages applied. Simple and complex circuits are studied and measured using instruments such as a signal generator and oscilloscope. Prerequisite: MAT 121. Two lecture; two lab.

ELT 135 (3)
Microcomputer Operating Systems & Architecture
Theory of digital logic gates, characteristics of input/output devices, memory hierarchy, central processing action, program processing, data transfer groups, interrupts, programmable peripheral group, C high level language, parallel/serial ports. Operation of utility programs to analyze system performance, diagnosis and correction of disk problems using real-world applications. Prerequisite: CIS 111. Co-requisite: MAT 121 or consent of instructor. Two lecture; two lab. May be taken for S/U credit.

ELT 150 (2)
Basic Microcomputer Repair
Computer operation and operating systems, motherboards, memory expansion, expansion boards,

expansion slots, floppy and hard drive controllers, floppy and hard drives, input devices, output devices, gates, and power supplies. Prerequisite: CIS 131 or consent of instructor. One lecture; two lab.

ELT 298 (1-6)
Special Topics
Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Emergency Medical Services

EMS 100 (3)
Emergency Medical Services First Response Training Course
Working knowledge of emergency medicine per the U.S. Department of Transportation guidelines. Two lecture; two lab.

EMS 131 (7)
Emergency Medical Technician
Uses the 1994 curriculum adapted by the Arizona Department of Health Services. Helps prepare students for the Arizona State Department of Health Services EMT Examination. Prerequisites, per DHS standards, are required prior to entry into the course: 18 years old, must have current level "C" CPR certification, show proof of passing certified 9th grade reading level proficiency exam. Seven lecture.

EMS 211 (2)
Emergency Medical Technician Refresher
Updates basic EMT graduates on new techniques and reviews important principles in client care, basic life support, and transportation of the sick and injured. Emphasizes practical usage and experience in all phases. Meets Arizona Department of Health Services refresher training requirements. Prerequisite: EMS 131 or equivalent. May be repeated for

additional credit as an exception to general college policy; maximum of six credits in EMS 211 may apply toward a degree. Two lecture.

EMS 231 (6)

Intermediate Emergency Medical Technician I

Role of the I-EMT, human anatomy and physiology, medical terminology, basic pharmacology, specific drug interactions and drug administration techniques. Emphasizes client assessment and management of injured or sick under emergency conditions. Six lecture.

EMS 232 (6)

Intermediate Emergency Medical Technician II

Obstetrical emergencies, management of emotionally disturbed, rescue techniques, communications and medical emergencies encountered by I-EMT in field. Clinical field training includes experiences in emergency, operation, and recovery rooms; in-labor and delivery suites, and with IV team. Prerequisite: EMS 231. Four lecture; six lab.

EMS 250 (13)

Certified Emergency Paramedic I

Preparation of the basic emergency medical technician to an advanced paramedic provider level. Includes human anatomy and physiology, physical assessment, airway and ventilation techniques, IV therapy, medical emergencies, and trauma patient management required for preparation for EMS 251. Prerequisite: One year as a certified EMT and acceptance into the program. Thirteen lecture.

EMS 251 (12)

Certified Emergency Paramedic II

Preparation of the basic emergency medical technician to an advanced paramedic provider level. Includes human anatomy and physiology, physical assessment, electrocardiography, obstetrical emergencies, pediatric emergencies, cardiac life support, and preparation for the

certification examination, required for vocational practice in the state of Arizona. Prerequisite: One year as a Certified EMT and acceptance into the program. Twelve lecture.

EMS 260 (3)

Vehicular Practice

Advanced clinical experience in the pre-hospital setting involving in-depth field exposure based on paramedic skills learned in class. Students will gain additional experience as they are taught by certified paramedics. Each student will participate in all phases of patient assessment and management for the medical and trauma emergency. Prerequisite: One year as a Certified EMT and acceptance into the program. Nine lab.

EMS 270 (4)

Clinical Practice

Advanced clinical experience in a hospital setting involving in-depth hospital exposure based on paramedic skills learned in didactic. Students will gain additional experience with various specialty areas and participate in modalities of treatment for trauma and medical emergencies. Prerequisite: One year as a Certified EMT and acceptance into the program. Twelve lab.

EMS 298 (1-6)

Special Topics

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

English



ENG 020 (1)

Sentence Structure

Individualized, self-paced instruction in basic sentence construction, adding elements, and writing a variety of sentences. Audio-tutorial. Prerequisite: Consent of advisor. Three lab. May be taken for S/U credit.

ENG 021 (1)

Grammar Skills

Individualized, self-paced instruction in grammar with emphasis on correct verb, pronoun, adverb, and adjective usage. Audio-tutorial. Prerequisite: Consent of advisor. Three lab. May be taken for S/U credit.

ENG 022 (1)

Punctuation Skills

Individualized, self-paced instruction in the use of commas, semicolons, colons, and other punctuation marks. Audio-tutorial. Prerequisite: Consent of advisor. Three lab. May be taken for S/U credit.

ENG 023 (1)

Paragraph Development

Individualized, self-paced instruction in writing topic sentences and organizing specific support in basic paragraphs. Audio-tutorial. Prerequisite: Consent of advisor. Three lab. May be taken for S/U credit.

ENG 024 (1)

Spelling Improvement

Individualized, self-paced instruction in spelling with emphasis on hearing, seeing, and writing common English words. Audio-tutorial. Prerequisite: Consent of advisor. One lecture. May be taken for S/U credit.

ENG 025 (1)

Vocabulary Improvement

Individualized, self-paced instruction in strengthening vocabulary with emphasis on prefixes, suffixes, roots, and understanding words in context. Audio-tutorial. Prerequisite: Consent of advisor. Three lab. May be taken for S/U credit.

ENG 029 (3)

Basic Reading Skills

Word identification, vocabulary in context, and comprehension. Prerequisite: Placement or consent of instructor. Three lecture. May be taken for S/U credit.

ENG 030 (3)
Reading Improvement
 Evaluates and develops reading skills through individual and group work with emphasis on vocabulary, comprehension, identification of main ideas and supporting details. Prerequisite: Placement or consent of instructor. Three lecture. May be taken for S/U credit.

ENG 031 (3)
Advanced Reading Improvement
 Individual and group instruction in mastery of reading skills with emphasis on vocabulary improvement, comprehension, and flexibility of reading rate. Prerequisite: Placement or consent of instructor. Three lecture. May be taken for S/U credit.

ENG 036 (2)
Introduction to English as a Second Language
 Individual and small group work in listening to, speaking, reading, and writing the English language. Prerequisite: Consent of instructor. Two lecture. May be taken for S/U credit.

ENG 037 (3)
English as a Second Language
 Intensive study for improving basic skills in listening to, speaking, reading, and writing in English. Prerequisite: Placement or consent of instructor. Three lecture. May be taken for S/U credit.

ENG 050 (1)
Fundamentals of English Grammar
 Intensive study and review of basic English grammar with emphasis on parts of speech, basic sentence parts and patterns, sentence modifiers, main and subordinate clauses, agreement, punctuation, capitalization, and usage. One lecture. S/U credit only.

ENG 060 (3)
Basic Writing Skills
 Individual and group work emphasizing grammar in the context of sentence writing and paragraph development. Three lecture. May be taken for S/U credit.

ENG 100 (3)
Fundamentals of Composition
 Integrated reading/critical thinking/writing approach to basic skills needed for success in college. Extensive writing practice with emphasis on purpose, organization, and revision for clarity and correctness. Prerequisite: Placement or ENG 060. Three lecture.

ENG 100X (3)
Fundamentals of Composition
 Integrated reading/critical thinking/writing approach to basic skills needed for success in college. Extensive writing practice with emphasis on purpose, organization, and revision for clarity and correctness. Prerequisite: Placement or consent of instructor. Three lecture.

ENG 101 (3)
College Composition I
 Extensive practice in essay writing with emphasis on critical thinking, analytical reading, and observation, and the process of writing. Prerequisite: Placement, ENG 100 or ENG 100X. Three lecture.

ENG 102 (3)
College Composition II
 Extensive practice in critical thinking, reading, and writing with emphasis on composing analytical essays on literary topics and a documented essay. Prerequisite: ENG 101. Three lecture.

ENG 135 (3)
Career Communication
 Effective listening, responding, reading, and writing with emphasis on using these skills in the work place, from job application and interview to on-the-job oral and written communications. Three lecture.

ENG 136 (3)
Career Writing
 Presents situations and problems that students as business and technical writers will face. Extensive practice in writing in the workplace including memos, resumes, business letters, and technical reports. Prerequisite: Placement or ENG 060. Three lecture.

ENG 139 (3)
Introduction to Creative Writing
 Techniques of writing poetry, fiction, and creative nonfiction, with analysis of both published and student writing. Prerequisite: ENG 100, ENG 101 or consent of instructor. Three lecture. May be taken for S/U credit.

ENG 141 (3)
Critical Reading
 Increasing reading rate flexibility and speed, with emphasis on improving comprehension and analytical reading skills. Prerequisite: Placement or ENG 031. Three lecture.

ENG 234 (3)
Information Age Communication
 Extensive practice in audience-centered, professional and technical communication. Emphasizes reading and critical analysis of technical writing, and computer-based composing and summarizing of technical concepts for the workplace. Prerequisite: Placement or ENG 100, ENG 100X, or ENG 136. Three lecture.

ENG 236 (3)
Introduction to the American Short Story
 Reading and critical analysis of a broad representation of American short stories including the examination of ethnic, race, and gender issues. Prerequisite: ENG 101 or consent of instructor. Three lecture.

ENG 237 (3)
Women in Literature
 Literature by and about women with emphasis on stereotypes, changing roles, and psychological and philosophical concerns. Prerequisite: ENG 101 or consent of instructor. Three lecture.

ENG 238 (3)
Literature of the Southwest
 Literature of the land and peoples of the Southwest, the influence and interaction of Indian, Spanish-Mexican, and Anglo cultures, and contemporary concerns of Southwestern writers. Three lecture.

ENG 240 (3)
English Literature I
 A general survey of the major works in English literature from Beowulf through the Neoclassical period. Prerequisite: ENG 101 or consent of instructor. Three lecture

ENG 241 (3)
English Literature II
 A general survey of the major works in English literature from the Romantic period to the present. Prerequisite: ENG 101 or consent of instructor. Three lecture.

ENG 270 (3)
Creative Writing: Fiction
 Extensive practice in writing and revising fiction, with emphasis on critical analysis of published models and students' work. Prerequisite: ENG 139 or consent of instructor. Three lecture. May be taken for S/U credit.

ENG 271 (3)
Creative Writing: Poetry
 Extensive practice in writing and revising poetry, with emphasis on critical analysis of published models and students' poems. Prerequisite: ENG 139 or consent of instructor. Three lecture. May be taken for S/U credit.

ENG 272 (3)
Creative Writing: Non-Fiction
 Extensive practice in writing and revising various types of creative non-fiction. Emphasis on study of professional models and discussion of students' work. Pre- or co-requisite: ENG 102 or consent of instructor. Three lecture. May be taken for S/U credit.

ENG 273 (3)
Introduction to Shakespeare
 Study of a selection of Shakespeare's plays, selected sonnets, and poems. Includes an investigation into relevant history, social conditions, and literary background. Prerequisite: ENG 101 or consent of instructor. Three lecture.

ENG 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

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Environmental Studies



ENV 150 (3)
Introduction to Environmental Engineering
 Environmental engineering, science, and technology. Methods of calculating contaminate levels and associated risk, regulatory approaches, and engineering design of environmental pollution control. Three lecture. Pre- or corequisite: MAT 151 and CHM 130 or CHM 151.

ENV 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

French



FRE 101 (4)
Beginning French I
 Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing French. Four lecture.

FRE 102 (4)
Beginning French II
 Further emphasis in basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing French. Prerequisite: FRE 101 or consent of instructor. Four lecture.

FRE 131 (3)
Conversational French I
 Basic grammar, vocabulary, and culture in conversational practice. Three lecture. May be taken for S/U credit.

FRE 132 (3)
Conversational French II
 Further development of speaking and listening skills for effective communication in French. Prerequisite: FRE 131 or consent of instructor. Two lecture; one lab. May be taken for S/U credit.

FRE 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Fire Science



FSC 101 (2)
Fire Service Orientation & Indoctrination
 Fire service, history and evaluation of fire department organization, role of the fire service in the fire department organization and in the community. Department function, management, techniques of fire fighting, laws and ordinances, and private fire protection. Two lecture.

FSC 105 (8)
Firefighter I & II
 For the new firefighter or student interested in firefighting. Fire behavior and basic firefighting skills, with hands-on use of firefighting equipment. Six lecture; four lab.

FSC 135 (3)
Fundamentals of Fire Prevention
 Role and functions of fire prevention. Practical rather than theoretical aspects of fire prevention. Three lecture.

FSC 136 (4)
Fire Apparatus & Hydraulics
 Principles of care, maintenance, and operation of fire apparatus and pumps. Pump construction, pumping and pump accessories, power development and transmission, dri-

ving, trouble shooting, and producing effective fire streams. Three lecture; two lab.

FSC 137 (5)
Hazardous Materials – First Responder Awareness
Identifies hazardous materials as well as the role of various agencies at the scene of a hazardous materials incident. Recognition and identification, safety considerations, capabilities and limitations, and pre-emergency planning. One-half lecture.

FSC 200 (3)
Hazardous Materials – First Responder
Definition, detection, identification, scene management, basic training, equipment planning, strategy, and tactics in the management of hazardous materials incidents. Preparation for Department of Emergency Services certificate. Three lecture.

FSC 233 (3)
Introduction to Wildland Fire Suppression
Provides a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior, and control techniques along with an introduction to the Incident Command System. Covers material from S-190, S-130, I-100, and standards for survival (PMS 416-1). After completion, students may qualify for Red Card Certification. Three lecture.

FSC 234 (3)
Fire Investigation
Methods of determining point of fire origin and fire cause, and detection of incendiary fires. Includes simplified physics and chemistry necessary to analyze fire behavior. Three lecture.

FSC 235 (3)
Fire Protection Systems
Required standard for water supply, protection systems, automatic sprinklers, and special extinguishing systems, including analysis of various automatic signaling and detection systems. Prerequisite: FSC 105 or consent of instructor. Three lecture.

FSC 236 (3)
Firefighter Occupational Safety
Informational base to reduce injuries to firefighting personnel. Awareness, training, and research of equipment to develop a safety program to meet the needs of the fire service. Three lecture.

FSC 238 (3)
Emergency Scene Management
Effective methods of managing emergency incidents including multiple alarm fires, high-rise fires, brush fires, hazardous materials incidents, and multi-casualty medical incidents. Includes effective interaction among numerous agencies to achieve control. Prerequisite: FSC 105 or consent of instructor. Three lecture.

FSC 239 (3)
Fire Department Company Officer
Administrative methods for the fire department in fire safety, department organization, and personnel supervision. Includes elements of management needed for the fire department first-level supervisor. Prerequisite: BUS 209 or consent of instructor. Three lecture.

FSC 241 (3)
Firefighter Safety & Building Construction
Safety for firefighters on the fire ground. Effects of fire and heat on various types of building construction resulting in the loss of structure will be explored. Includes signs and symptoms of structural damage. Three lecture.

FSC 243 (5)
Intermediate Wildland Fire Suppression
Instructions for an initial attack on wildland fires and the incident command system. Covers material from S-205, S-290, and I-200. After completion students may qualify for Red Card Certification. Prerequisite: FSC 233 or consent of instructor. Five lecture.

FSC 253 (5)
Advanced Wildland Fire Suppression
Designed to train qualified squad bosses in firing techniques and firing devices along with advanced training in the incident command system. Covers materials from S-234, S-336, and I-300. Prerequisite: FSC 233 and FSC 243 or consent of instructor. Five lecture.

FSC 298 (1-6)
Special Topics
Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Geography



GEO 131 (4)
Introduction to Physical Geography
Natural processes of weather, climate, hydrology, ecology, geology and tectonics, diastrophism, volcanism, denudation, soils, glaciation, and coastal processes emphasizing geographic distribution. Three lecture; three lab.

GEO 133 (3)
World/Regional Geography
Physical (climate, vegetation, landform) and cultural (ethnic, religious, political, economic) attributes of the world's major regions and the interplay between them. Includes a study of world place-name geography. Three lecture.

GEO 298 (1-6)
Special Topics
Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

German

GER 101 (4)
Beginning German I
 Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing German. Four lecture.

GER 102 (4)
Beginning German II
 Further emphasis in basic grammar, vocabulary, and culture. Practice in speaking, understanding, reading, and writing German. Prerequisite: GER 101 or consent of instructor. Four lecture.

GER 131 (3)
Conversational German I
 Basic grammar, pronunciation, and vocabulary necessary to develop speaking ability in German. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Three lecture. May be taken for S/U credit.

GER 132 (3)
Conversational German II
 Further development of speaking and listening skills for effective communication in German. Prerequisite: GER 131 or consent of instructor. Three lecture. May be taken for S/U credit.

GER 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Geology

GLG 101 (4)
Physical Geology
 The study of earth's processes and materials including rocks and minerals, structures, landforms and their origins. Three lecture; three lab.

GLG 102 (4)
Historical Geology
 Chronological study of the sequence of events involved in the creation of the earth and its inhabitants as revealed in the rock record. Prerequisite: ENG 101 or equivalent score on reading comprehension test or consent of instructor. Three lecture; three lab.

GLG 105 (4)
Introduction to Planetary Science
 A survey of solar system objects and their geologic evolution, surfaces, interiors and atmospheres, and the methods used to study them; weekly laboratory for data analysis and experiments; may include field trip(s). Three lecture; three lab.

GLG 111 (2)
Geology of Northern Arizona
 Concepts in stratigraphy, volcanology, geomorphology, and glacial and structural geology in the Northern Arizona region. Field trips. One lecture; three lab.

GLG 112 (2)
Geology of the Grand Canyon
 Concepts in stratigraphy, volcanology, geomorphology, and glacial and structural geology in the Grand Canyon. Field trips. One lecture; three lab.

GLG 201 (4)
Ancient Life
 Paleontology and the evolution of life on Earth. Survey of fossil records for reconstruction of past environments and for dating and correlation of sedimentary formations. Laboratory hours will be met by attendance at three all-day required field trips. Prerequisite: A 100 level laboratory science course; pre- or co- requisite: ENG 102. Three lecture; three lab.

GLG 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Human Development Education

HDE 099 (1)
Research Skills
 Eight-week course designed to teach the skills required to utilize public and academic library resource tools. One lecture; one lab. S/U credit only.

HDE 101 (2)
Self & Career Exploration
 Exploration of personal interests and strengths and compatible career choices with practical job-hunting information. Two lecture. May be taken for S/U credit.

HDE 102 (3)
College Study Skills
 Improvement of academic performance through information, discussion, and experiential activities. Topics include time management, reading textbooks, taking notes, and preparing for tests. Three lecture.

HDE 104 (3)
Job Development Training
 Techniques for developing professional and personal skills. Includes career exploration, gender awareness, setting personal and professional goals, writing resume, cover letters and developing interviewing skills, managing time and stress. Legal rights and local community resources. Students will meet and listen to representatives from a wide range of local community service organizations. Recommended: some computer knowledge. Two lecture; two lab. May be taken for S/U credit.

HDE 131 (2)
Assertive Training
 Consideration of personal rights, identifying blocks to standing up for those rights, and practice in being more assertive. Two lecture. May be taken for S/U credit.

HDE 132 (1)
Stress Management
Identifying the sources and effects of stress and learning methods to reduce stress. One lecture. May be taken for S/U credit.

HDE 133 (1)
Motivation Skills
Motivation and positive attitude in relationship to personal, interpersonal, academic, and career enhancement and success. One lecture. May be taken for S/U credit.

HDE 134 (1)
Building Self-esteem
Self-image and self-esteem, how to stop negative thinking and behavior, and improve self-esteem. One lecture. May be taken for S/U credit.

HDE 135 (2)
Self Management Skills I
Assists in the transition from dependency and low self-esteem to independence, a higher level of self-esteem and personal empowerment. An interactive seminar. Two lecture. May be taken for S/U credit.

HDE 136 (2)
Self Management Skills II
Personal and professional development. An interactive working seminar. Prerequisite: HDE 135 or consent of instructor. Two lecture. May be taken for S/U credit.

HDE 141 (1)
The Job Search
Job search strategies, interview skills, and resume preparation. One lecture. May be taken for S/U credit.

HDE 298 (1-6)
Special Topics
Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

History



HIS 131 (3)
United States History I
Early development of the United States from its New World beginnings (1492-1670) to the difficult period of Reconstruction following the Civil War (1865-1877). Three lecture.

HIS 132 (3)
United States History II
Development of the United States from the ordeal of Reconstruction (1865-1877) to the present. Three lecture.

HIS 135 (3)
History of Mexico
Political, economic, and social forces which have created the history of Mexico since independence. Three lecture.

HIS 136 (3)
Women in American History
Roles and contributions of women in the history of the U.S., with an emphasis on the social and cultural aspects of the feminist movements in the nineteenth and twentieth centuries. Three lecture.

HIS 201 (3)
Western Civilization to 1660
Interdisciplinary approach to the history and development of Western civilizations from the ancient civilization of Egypt and Mesopotamia to 1660 or the dawning of modern Europe. Three lecture.

HIS 202 (3)
Western Civilization from 1660
Interdisciplinary approach to the history and development of Western civilizations from 1660 to the present. Three lecture.

HIS 238 (3)
Navajo History
Examines Dine ("The People") history with emphasis on the role the Navajo have played in the economic, cultural, and political life of the Navajo nation. Three lecture.

HIS 250 (3)
Asian Civilization through 1644
Study of the political, social, economical, cultural, and intellectual history of China, Japan, and India to 1644 AD. Three lecture.

HIS 251 (3)
Asian Civilization from 1645
Study of the political, social, economical, cultural, and intellectual history of China, Japan, and India since 1644 AD. Three lecture.

HIS 298 (1-6)
Special Topics
Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Hotel Restaurant Management



HRM 100 (3)
Introduction to Hospitality
History, policies, and procedures of the hospitality industry as it relates to hotel/restaurant management. Three lecture.

HRM 140 (3)
Food Production Concepts
Introductory course identifying and describing the various interrelated components of systematic food service management. Three lecture.

HRM 144 (3)
Gourmet Foods I
Appreciation of international foods and their preparation. Includes foods of France, Italy, China, Japan, and Mexico. Three lecture; one lab. May be taken for S/U credit.

HRM 145 (3)
Gourmet Foods II
Advanced principles and materials used in international gourmet cooking and baking, including uses of more advanced cookbooks, and expanded identification and use of

kitchen tools. Progressive use of spices, herbs, wines (for cooking purposes only), and sauces. Students will, through practical application, prepare, bake, and serve international gourmet foods. Prerequisite: HRM 144 or consent of instructor. Three lecture; one lab. May be taken for S/U credit.

HRM 170 (3)
Hospitality Information Technology
 Introduction to information processing principles specific to the hospitality industry, basic concepts of hardware and software, and generic software applications. Two lecture; two lab.

HRM 210 (3)
Guest Service Management
 Overview of the hotel industry, front office management, guest expectations, reservations, uniformed services, and guest accounting. Also emphasizes the importance of communication and the key role front office plays within the framework of the entire hotel. Three lecture.

HRM 220 (3)
Property Management
 Introduction to the direction and control of housekeeping operations, personnel and facilities management, problem solving techniques, and guest security and safety. Three lecture.

HRM 225 (3)
Hospitality Accounting
 A study of financial statement analysis, management of assets, ratio analysis, analytical techniques, operating budget and investment decision making. Prerequisite: ACC 101. Three lecture.

HRM 235 (3)
Hospitality Law
 Differentiate legal issues/laws that impact the hotel's general operations and relationships with its employees and guest. Three lecture.

HRM 240 (3)
Commercial Food Production
 Introduction to the basic services, operations, principles, sanitation, and presentation techniques associated with the commercial food services industry. Two lectures; three lab.

HRM 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Humanities

HUM 235 (3)
American Arts & Ideas
 Cultural development of the arts, literature, and philosophical and religious movements within the United States from the Colonial Period through the present. Pre- or co-requisite: ENG 101. Three lecture.

HUM 241 (3)
Humanities I
 Cultural development of the Western World from the ancient Greeks to the Renaissance as reflected in the literature, visual arts, architecture, and performing arts of the various periods. Pre- or co-requisite: ENG 102. Three lecture.

HUM 242 (3)
Humanities II
 Cultural development of the Western World from the Renaissance to the present as reflected in the literature, visual arts, architecture, and performing arts of the various periods. Pre- or co-requisite: ENG 102. Three lecture.

HUM 261 (3)
Asian Ideas & Values
 Examination of Asian literature, religion, and the arts for their humanistic ideas and values. Three lecture.

HUM 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Industrial Technology – Construction

ITC 100 (3)
Contractor's License
 Overview of construction business practices and government requirements designed to help the student prepare for obtaining a contractor's license. Three lecture. May be taken for S/U credit.

ITC 111 (3)
Uniform Building Code
 Safety principles of building construction under the Uniform Building Code, including structural requirements for wood, masonry, fire resistant materials and ratings, and occupancy requirements. Three lecture.

ITC 120 (3)
Building the Human Environment
 Addresses architectural design and construction building practices, relating some of their psychological and environmental impacts. Historical, current and projected solutions to the human need for shelter and infrastructure are explored. Three lecture.

ITC 140 (3)
Blueprint Reading & Estimating
 Reading blueprint construction documents and estimating the amount of building materials needed for building projects. Reading and interpreting architectural schedules, symbols, and specifications. Three lecture.

ITC 150A (1)
Electrical Theory
 Introduction to DC theory using Ohm's Law, voltage drop, resistance, and current equations. Identification and operation of series, parallel, and series-parallel circuits. One lecture. May be taken for S/U credit.

ITC 150B (1)
Electrical Codes & Safety
 Students learn the necessary precautions to take for various electrical hazards found on the job. Basic OSHA lockout/tagout procedures and requirements. One lecture. May be taken for S/U credit.

ITC 150C (1)
Test Equipment & Blueprint Reading
 Correct selection, inspection, use, and maintenance of common electrical test equipment. Introduction to symbols, specifications, and layout of a building blueprint. One lecture. May be taken for S/U credit.

ITC 150D (1)
Raceways, Boxes, Fittings, & Anchors
 Introduction to types and applications of raceways, wireways, and ducts. Students learn how to cut, ream, thread, hand bend, and connect conduit. One lecture. May be taken for S/U credit.

ITC 150E (1)
Conductors
 Introduction to electrical conductor types, sizes, and placement procedures associated with National Electrical Code (NEC) requirements. One lecture. May be taken for S/U credit.

ITC 150F (2)
Residential, Commercial, Industrial Wiring
 Introduction to methods and procedures in wiring residential, commercial, and industrial facilities. Two lecture. May be taken for S/U credit.

ITC 160A (1)
Alternating Current
 Focus on forces that are characteristic of alternating current (AC) systems and the application of Ohm's Law to AC circuits. Prerequisite: ITC 150A, 150B, 150C, 150D, 150E, and 150F. One lecture. May be taken for S/U credit.

ITC 160B (1)
Motors Theory and Application
 Focus on both AC and DC motors including the main parts, circuits, and connections. Prerequisite: ITC 150A, 150B, 150C, 150D, 150E, and 150F. One lecture.

ITC 160C (1)
Grounding/Conductor Installations
 Grounding, bonding of electrical systems and transportation storage, and set up of cable reels will be explored. The inclusion of rigging and procedures for complete cable pulls in raceways and cable tray. Prerequisite: ITC 150A, 150B, 150C, 150D, 150E, and 150F. One lecture.

ITC 160D (1)
Conduit Bending/Boxes and Fittings
 Conduit bending of sizes of up to 6" utilizing mechanical, hydraulic, and electrical benders. NEC requirements for selecting correct sizes of outlet, pull, and junction boxes. Conduit bodies, as well as various types of fittings are also covered. Prerequisite: ITC 150A, 150B, 150C, 150D, 150E, and 150F. One lecture.

ITC 160E (1)
Cable Tray/Conductor Terminations and Splices
 NEMA and NEC installation methods and modifications for cable and cable tray. The termination, splicing, and preparation of all sizes of conductors will also be covered. Prerequisite: ITC 150A, 150B, 150C, 150D, 150E, and 150F. One lecture.

ITC 160F (1)
Electrical Service, Breakers and Fuses
 Selection of single and three-phase services, including metering equipment. Also the identification and application of fuses and breakers including short-circuit calculations. Prerequisite: ITC 150A, 150B, 150C, 150D, 150E, and 150F. One lecture.

ITC 160G (1)
Contactors/Relays and Electrical Lighting
 Description of various types of contactors and relays. The principles of illumination as it applies to residential, commercial, and industrial installations are also covered. Prerequisite: ITC 150A, 150B, 150C, 150D, 150E, and 150F. One lecture.

ITC 170 (3)
Plane Surveying & Building Layout
 Building layout and surveying to establish building location for excavation and for the accurate placement of the building foundation, including finish floor elevation. Three lecture.

ITC 170A (1)
Distribution Equipment/Transformers
 Transformer types, construction connections, protection, one-line electrical drawings with symbols are the main topics in this module, along with capacitors and rectifiers. Prerequisite: ITC 160A, 160B, 160C, 160D, 160E, 160F, and 160G. One lecture.

ITC 170B (1)
Overcurrent Protection
 The use of fuses for overcurrent protection in all types of electrical systems will be stressed. Prerequisite: ITC 160A, 160B, 160C, 160D, 160E, 160F, and 160G. One lecture.

ITC 170C (2)
Conductors, Wiring Devices and Fill Requirements
 Types of conductors used in wiring systems including installation, current and fill capacities, and temperature ratings. In addition an in depth look at receptacles, switches and other wiring devices will also be covered. Prerequisite: ITC 160A, 160B, 160C, 160D, 160E, 160F, and 160G. Two lecture.

ITC 170D (1)
HVAC Systems
 Surveys the basic principals of refrigeration and air conditioning, NEC requirements, compressors, and HVAC control wiring and troubleshooting. Prerequisite: ITC 160A, 160B, 160C, 160D, 160E, 160F, and 160G. One lecture.

ITC 170E (2)
Motor Controls, Calculations and Maintenance
 This course begins with simple cord-and-plug motor controllers and continues through conventual and sophisticated electronic controls. Single and multi-motor calculations, overcurrent protection, and overload protection will aid the student in determining proper maintenance and trouble shooting applications. Prerequisite: ITC 160A, 160B, 160C, 160D, 160E, 160F, and 160G. Two lecture.

ITC 170F (1)
Hazardous Locations - Electrical
 All classes of hazardous locations are covered including seals, components, and equipment approved for use in various locations. Prerequisite: ITC 160A, 160B, 160C, 160D, 160E, 160F, and 160G. One lecture.

ITC 171 (3)
Electrical Construction Wiring
 Survey of electrical construction processes for residential and light commercial applications. Determining materials, installation processes, safety, and code requirements of electrical construction will be emphasized and applied. Two lecture; two lab.

ITC 175 (3)
Mechanical Systems
 Addresses heating, ventilation, air conditioning systems and plumbing systems in residential structures. Emphasis is placed on system design and layout as well as installation practices. One lecture; four lab.

ITC 180 (3)
Building Construction Methods I
 Floor foundations and interior/exterior framing, including the various types and methods of building foundations and framing systems. Three lecture.

ITC 180A (1)
High Voltage Terminations & Splices
 Survey of the NEC and cable manufacturer's requirements for high voltage terminations and splices. Selection, calculation, assembly, and inspection of terminations and splices will be emphasized. Prerequisite: ITC 170A, 170B, 170C, 170D, 170E, and 170F. One lecture.

ITC 180B (1)
Load Calculations
 Electrical calculations for service feeders, branch circuits, single and multi-motor circuits, conductor sizing, and overcurrent protection. Prerequisite: ITC 170A, 170B, 170C, 170D, 170E, and 170F. One lecture.

ITC 180C (1)
Electronic Theory & HVAC Controls
 Survey of basic electronic theory to form a basis for further study of electronic motor and HVAC controls and their related circuitry. Prerequisite: ITC 170A, 170B, 170C, 170D, 170E, and 170F. One lecture.

ITC 180D (1)
Advanced Motor Maintenance
 Survey of cleaning, vibration testing, magnetic centering, testing and metering, power factor, testing running temperatures, and similar maintenance techniques. Prerequisite: ITC 170A, 170B, 170C, 170D, 170E, and 170F. One lecture.

ITC 180E (1)
Advanced Motor Controls
 Operating principals of solid state controls are explained along with their practical applications. Motor braking, jogging, plugging, and safety interlocks are also covered. Prerequisite: ITC 170A, 170B, 170C, 170D, 170E, and 170F. One lecture.

ITC 180F (1)
Specialty Lighting and Signaling Systems
 The application for commercial, residential and manufacturing of signaling systems and electrical lighting for signs, highways, airports, and outlying areas. Prerequisite: ITC 170A, 170B, 170C, 170D, 170E, and 170F. One lecture.

ITC 180G (1)
Specialty Transformers
 Calculate size and installation requirements for potential current, constant current, and shielded transformers. Prerequisite: ITC 170A, 170B, 170C, 170D, 170E, and 170F. One lecture.

ITC 180H (1)
Standby and Emergency Systems
 Survey of NEC installation requirements for electrical generators and storage batteries. Prerequisite: ITC 170A, 170B, 170C, 170D, 170E, and 170F. One lecture.

ITC 180I (1)
Heat Tracing and Freeze Protection
 Survey installation techniques of resistance heating elements, impedance heating, and skin effect heating. Prerequisite: ITC 170A, 170B, 170C, 170D, 170E, and 170F. One lecture.

ITC 185 (3)
Building Construction Methods II
 Methods, materials, and safe working practices as they relate to balloon, platform, and post and beam construction using wood or wood products. Floor, interior and exterior walls, ceilings, and a general introduction to roofs as they connect or relate to framing types. Three lecture.

ITC 199 (1-3)**Industrial Technology**

Designed to meet the common interests and challenges of a group of students. One to three variable credit hours.

ITC 210 (3)**Structural Design & Building Materials**

Structural analysis in building design, basic relationships between structures and architectural form, principles, concepts, and procedures from statics and mechanics of materials, and analysis of reactions including shear, deflection, flexural, and shearing stresses. Prerequisite: MAT 121. Three lecture.

ITC 230 (3)**Construction Supervision & Scheduling**

Function of the construction site supervisor and the process used in scheduling, pre- and post-construction, communication techniques, and documentation of records and reports. Three lecture.

ITC 298 (1-6)**Special Topics**

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Leadership

LDR 200 (2)**Leadership Training**

Introduction to leadership, team-building and communication models in theory and practice. One lecture; two lab.

Mathematics

**MAT 033 (1)****Math Workshop**

Designed for students suffering from "Math Anxiety." "Math Anxiety" is defined, discussed and reduction techniques practiced. Study and test-taking skills. Co-requisite: Enrollment in a mathematics course. One lecture.

MAT 055 (3)**Arithmetic Review**

Review of arithmetic skills, including fractions, decimals, percent, measurement, and geometry. Three lecture.

MAT 087 (4)**Beginning Algebra with Review**

Basic algebraic concepts including operations with signed numbers, exponents and radicals, linear equations and inequalities, polynomials, and graphing. Prerequisite: MAT 055 or satisfactory score on the Math Placement Exam. Four lecture.

MAT 101X (3)**Beginning Algebra with Review**

Basic algebraic concepts and review of arithmetic skills. Whole numbers, fractions, decimals, percentages, ratios, practice of the four basic operations and the principles and applications of each in review; operations with signed numbers, exponents and radicals, linear equations and inequalities, polynomials, and graphing. Three lecture.

MAT 102X (4)**Intermediate Algebra with Review**

Review of basic algebraic concepts, including exponents and radicals, systems of equations, polynomials, graphing, and quadratic equations. Prerequisite: MAT 101X or satisfactory score on the Mathematics Placement Exam. Four lecture.

MAT 107 (3)**Industrial Mathematics**

Designed for students planning on a technical/vocational career. Includes a review of basic arithmetic operations, proportions and percentages, algebraic equations, with emphasis on applied problems. Also includes geometry, literal equations, graphs, financial problems, the metric system, and averages. Three lecture.

MAT 108 (3)**Technical Mathematics**

Designed for students planning on a technical/vocational career. Review of basic algebraic operations, a study of right angle trigonometry, with emphasis on applied problems, literal equations, graphs, financial problems, the metric system, and averages. Prerequisite: MAT 107 or satisfactory score on the Mathematics Placement Exam. Three lecture.

MAT 121 (4)**Intermediate Algebra with Review**

Review of basic algebraic concepts, including exponents and radicals, systems of equations, polynomials, and graphing quadratic equations. Prerequisite: MAT 087 or MAT 101X, or satisfactory score on the Mathematics Placement Exam. Four lecture.

MAT 123 (4)**Work-based Mathematics I**

Study of intermediate algebraic topics in an applied format. Includes problem solving, algebraic equations and expressions, data analysis, functions and their graphs, systems of equations, polynomials, and geometry. Prerequisite: MAT 087, or Level 2 high school mathematics, or placement. Three lecture; two lab.

MAT 124 (3)**Technical Problem Solving**

Mathematics topics geared for technical degrees, including ratio, proportion, geometry, coordinate geometry, trigonometry and applications. Prerequisite: MAT 121, MAT 123, or placement. Three lecture.

MAT 130 (3)
Mathematics for Elementary Teachers I
 Concepts and principles of numbers and algebra in grades K-8, emphasizing the use of elementary school oriented models and manipulatives to increase understanding of the mathematical concepts. Students will experience construction of the mathematics through problem solving. Prerequisite: MAT 121 or satisfactory score on the Mathematics Placement Exam. Three lecture.

MAT 131 (3)
Mathematics for Elementary Teachers II
 Extends the experiences of problem solving, making mathematical connections, and using manipulatives. Probability and statistics, geometry, and measurement strands of the K-8 curriculum. Prerequisite: MAT 130. Three lecture.

MAT 142 (3)
Applications of College Algebra
 Designed to satisfy math requirements for most non-math/non-science majors. Students will examine social choice, management science, growth and symmetry, statistics, probability, and feasibility through the application of the algebra of functions, graphing, sequences/series, logarithms, exponentials. Prerequisite: MAT 121 or satisfactory score on the Mathematics Placement exam. Pre- or co-requisite: ENG 102. Three lecture.

MAT 151 (4)
College Algebra
 College level algebra, including equations, functions, matrices, inequalities, sequences and series, and fundamental algebra theorems will be studied. Prerequisite: MAT 121 or satisfactory score on the Mathematics Placement exam. Four lecture.

MAT 160 (3)
Introduction to Statistics
 Statistical tools and techniques used in research and general applications. Includes descriptive statistics,

probability and probability distributions, point and interval estimates of population parameters, hypothesis testing, and correlation and regression. Prerequisite: MAT 151. Three lecture.

MAT 172 (3)
Finite Mathematics
 Various analytical methods used in business and social sciences, including algebra review, functions and modeling, systems of linear equations, matrices, linear programming, mathematics of finance, probability, and combinations. Prerequisite: MAT 151 or satisfactory score on the Mathematics Placement Exam. Three lecture.

MAT 184 (3)
Functions & Trigonometry
 Serves as a bridge from College Algebra to Calculus. Properties and graphs of polynomials, rational and trigonometric functions, trigonometric identities, and complex numbers. Prerequisite: MAT 151 or satisfactory score on the Mathematics Placement Exam. Three lecture.

MAT 187 (5)
Pre-Calculus
 College level algebra and trigonometric topics to prepare for calculus. Functions, equations, and inequalities, matrices, trigonometry, and fundamental algebra theorems will be studied. Prerequisite: MAT 121 or placement. Five lecture.

MAT 212 (3)
Business Calculus
 Integral and differential calculus with business and social science applications. Prerequisite: MAT 151 or higher, OR satisfactory score on the Mathematics Placement Exam. Three lecture.

MAT 220 (5)
Calculus & Analytic Geometry I
 Limits, continuity, differential, and integral operations on algebraic and trigonometric functions and applications. Prerequisite: MAT 187 or MAT 151 and MAT 184, or placement. Five lecture.

MAT 230 (5)
Calculus & Analytic Geometry II
 Applications and methods of integration, Taylor polynomials and series, differential equations, multivariable functions and vectors. Prerequisite: MAT 220. Five lecture.

MAT 240 (5)
Calculus & Analytic Geometry III
 Multidimensional calculus. Includes conic sections, polar coordinates, partial derivatives, gradients, directional derivatives, extrema, multiple and iterated integrals, vector calculus, line integrals, and Green's Theorem. Prerequisite: MAT 230. Five lecture.

MAT 262 (3)
Differential Equations
 Introduction to ordinary differential equations. Includes first order equations, higher order linear equations, applications of first and second order equations, series solutions, Laplace transforms, and systems of linear differential equations. Prerequisite: MAT 230. Three lecture.

MAT 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Manufacturing and Industrial Technology



MIT 100 (2)
Safety in Industry
 Survey of industrial safety practices as they relate to the following: handling, storing, health, equipment, protective clothing, and prevention. State, federal, and industry regulations will be emphasized. One lecture; two lab.

MIT 105 (1)
Metallurgy
 A study of pre- and post-manufacturing effects on the mechanical and chemical properties of metals as they apply to manufacturing. One lecture; one lab.

MIT 120 (1)
Rigging
 Determine requirements for the movement and positioning of heavy material and equipment through setup, load calculation and equipment usage. Two lab.

MIT 140 (3)
Arc Welding I
 Fundamentals of basic arc welding procedures, equipment, and safety techniques. Various arc welding tasks in the flat, horizontal, vertical-up, and overhead positions. Two lecture; two lab.

MIT 141 (3)
Arc Welding II
 Advanced arc welding procedures, equipment, and safety techniques. Instruction in the selection of electrode, gas, cups, and filler rod for gas tungsten arc weld (GTAW) welding. Techniques and practice in welding butt-joint, t-joint, lap and corner joints in various positions and numerous cutting procedures. Prerequisite: MIT 140 or consent of instructor. Two lecture; two lab.

MIT 145 (2)
Welding Gases, Flows, Rates, Filler Metals
 Identification and utilization of welding gases, flow rates, and the application of filler metals as they apply to various welding applications. One lecture; two lab.

MIT 165 (2)
Welding Tools and Equipment
 Survey and proper usage of various tools utilized in the welding manufacturing industry. Identification and maintenance for each of these tools will be stressed. One lecture; two lab.

MIT 170 (2)
Welding Symbols/Blueprint Interpretation
 Identification of welding symbols and interpretation of working blueprints to provide a hands-on approach to welding manufacturing. One lecture; two lab.

MIT 200 (3)
Quality Control – Manufacturing
 Identifying and interpreting codes, standards, processes, procedures, material usage, cost controlling, safety, and maintenance issues of quality control. Two lecture; two lab.

MIT 205 (2)
Weld Testing and Inspection
 Examine and perform mechanical and non-destructive forms of weldment testing to ensure quality, reliability, and strength. Identify the methods of testing and inspection as they apply to welding manufacturing. One lecture; two lab.

MIT 210 (3)
Layout and Fitting Techniques
 Assemble a project through the interpretation of blueprints which require the layout of materials, equipment, and manpower to fit and assemble a finished product. Prerequisite: MIT 105. Two lecture; two lab.

MIT 282 (3)
Pipe Welding I
 Welding of cross-country pipe lines in industry: chemical, petroleum, salt water, fresh water, fuel systems, hydraulic systems, mining, and others. Prerequisite: MIT 141 or consent of instructor. Two lecture; two lab.

MIT 283 (3)
Pipe Welding II
 Welding of cross country pipe along with high pressure pipe and tube. Prerequisite: MIT 282 or consent of instructor. Two lecture; two lab.

MIT 295 (1-6)
Manufacturing Lab
 Designed to meet the needs of an individual(s) with interest in pursuing additional hands-on experience in a vocational area under faculty supervision. One to six variable lab hours.

MIT 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Music Performance



MUP 101 (2)
Piano for Non-Majors I
 Basic techniques of piano playing, including some literature. No prior piano experience required. One lecture; two lab. May be taken for S/U credit.

MUP 102 (2)
Piano for Non-Majors II
 Further instruction in beginning piano techniques. Prerequisite: MUP 101 or consent of instructor. One lecture; two lab. May be taken for S/U credit.

MUP 103 (2)
Piano for Non-Majors III
 Advanced instruction in piano techniques. Prerequisite: MUP 102 or consent of instructor. One lecture; two lab. May be taken for S/U credit.

MUP 105 (1)
Voice Class I
 Fundamentals of singing. Three lab. May be taken for S/U credit.

MUP 107 (1)
Guitar I
 Beginning instruction on guitar including open position scales, arpeggio studies, chord forms, rhythm accompaniment, fundamentals of music theory, note

reading studies, picking techniques. Instruction in and exploration of basic classical/flamenco, folk, country, blues, and rock styles in playing. No guitars provided. One lecture; one lab. May be taken for S/U credit.

MUP 108 (2)

Guitar II

Second level instruction on guitar including moveable position scales and arpeggios, moveable chord form, melodic rhythm accompaniment, music theory, all major keys, reading music and notation, picking variations. Instruction in and exploration of more complex music styles in classical/flamenco, folk, country, blues, and rock. Prerequisite: MUP 107 or consent of instructor (audition). One lecture; two lab. May be taken for S/U credit.

MUP 110 (1)

Woodwind Ensemble

Rehearsal and public performance of standard ensemble literature for woodwind instruments. Two lab. May be taken for S/U credit.

MUP 110A (1)

Saxophone Ensemble

Saxophone ensemble literature, in both classical and jazz styles. Two lab. May be taken for S/U credit.

MUP 111 (1)

Community Band

Performance group focusing on band music from the popular literature of the Gay Nineties through the World Wars, as well as music from Broadway and the Theaters. Two lab. May be taken for S/U credit.

MUP 113 (1)

Jazz Ensemble

Performance group focusing on Jazz from 1900 to the present. The works performed will depend on the available instrumentation of the group and the choice of the instructor. Two lab. May be taken for S/U credit.

MUP 117 (1)

Community Orchestra

Rehearsal and public performance of standard orchestral literature. Two lab. May be taken for S/U credit.

MUP 119 (1)

Recorder Ensemble I

Rehearsal and performance of selected recorder ensemble repertoire. Two lab. May be taken for S/U credit.

MUP 120 (1)

String Ensemble

Rehearsal and public performance of standard ensemble literature for string instruments. Two lab. May be taken for S/U credit.

MUP 121 (1)

College Choir

Performance group with participation based on auditions with the director. Attendance at all rehearsals and participation in all public performances is required. Two lab. May be taken for S/U credit.

MUP 125 (1)

Community Choir

Performance group focusing on choral music from the popular literature of the Gay Nineties through the World Wars, as well as music from Broadway and the Theaters. Two lab. May be taken for S/U credit.

MUP 128 (1)

Jazz Improvisation I

Basic jazz scales, chords, and rhythms, and jazz pieces exemplifying these basics. Two lab. May be taken for S/U credit.

MUP 207 (2)

Guitar III

Third level of instruction on guitar. Emphasis on playing techniques which combine scales, arpeggios, chords, rhythm and lead guitar patterns; control over rhythm patterns including triplet and sixteenth note exercises, syncopation, and constant base coordination. More intricate techniques applied to classical/flamenco, folk, country, blues,

and rock styles of music. No guitars provided. Prerequisite: MUP 108 or consent of instructor (audition). One lecture; two lab. May be taken for S/U credit.

MUP 208 (2)

Guitar IV

Fourth level of instruction on guitar. Emphasis on control of all techniques acquired from Guitar I through Guitar III. Performance level reaches a higher degree of mastery and includes ear training and identifying chord patterns and notes heard in other musical compositions. Replicating music and improvising styles explored including classical/flamenco, folk, country, blues, and rock styles of music. No guitars provided. Prerequisite: MUP 207 or consent of instructor (audition). One lecture; two lab. May be taken for S/U credit.

MUP 298 (1-6)

Special Topics

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Music



MUS 100 (3)

Music Appreciation

Development of understanding and enjoyment of various musical forms and styles. Including an introduction to musical history. Relates concepts of music style and technique to those of other arts. Three lecture.

MUS 101 (1)

Private Music I

Individual, self-paced instruction in piano, organ, voice, guitar, band, or orchestra instruments. One 30 minute lesson each week. Two lab.

MUS 103 (1)

Class Piano I

Music reading for music majors lacking piano experience. Three lab.

MUS 120 (2)**Theory Preparation**

Review of the fundamentals of music: reading, notation, rhythm, scales, intervals, triads, sight-singing and dictation. Four lab. May be taken for S/U credit.

MUS 121 (2)**Harmony I**

Review of the fundamentals of music followed by study of diatonic melodies, chords, progression, inversion, voicing, voice leading, cadences, and non-chord tones. Prerequisite: MUS 120 or consent of instructor. Four lab. May be taken for S/U credit.

MUS 130 (3)**Fundamentals of Music**

Basic elements of music including study of the staff, clefs, signatures, notes, rhythms, definitions, ear training, sight singing, and dictation. Three lecture.

MUS 131 (3)**Sight Singing & Dictation I**

Introductory course in conceptualizing written diatonic melodies before hearing them (sight singing) and transcribing them into musical notation after hearing them (dictation). Prerequisite: MUS 120 or consent of instructor. Four lab. May be taken for S/U credit.

MUS 145 (3)**Jazz History & Literature**

History and development of jazz music from its origin to the present day. Three lecture.

MUS 201 (3)**Music History & Literature I**

Survey of music from the ancient world to the middle of the 18th century. Presents the growth of music through the contrapuntal schools, culminating in the works of J.S. Bach. The development of opera and oratorio and the rise of homophonic music are studied. Three lecture.

MUS 202 (3)**Music History & Literature II**

Survey of music from the 18th century to the present. Study is devoted

to the art of song, the nationalist schools, the principal composers of the classical, romantic, and modern periods, and to masterpieces of music of these periods. Three lecture.

MUS 205 (1)**Conducting**

Fundamentals and rehearsal techniques, organization, materials, and interpretation of literature for performing ensembles. Two lab. May be taken for S/U credit.

MUS 207 (3)**Music in America**

Develops listening skills and an understanding of how American geography, history, politics, and economics relate to the development of selected musical styles. Three lecture.

MUS 298 (1-6)**Special Topics**

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Navajo

NAV 101 (4)**Beginning Navajo I**

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Navajo. Four lecture.

NAV 102 (4)**Beginning Navajo II**

Further emphasis on basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Navajo. Prerequisite: NAV 101 or consent of instructor. Four lecture.

NAV 201 (4)**Intermediate Navajo I**

Emphasis on improving basic skills in speaking, comprehension, reading, and writing. Taught in Navajo. Prerequisite: NAV 102 or consent of instructor. Four lecture.

NAV 202 (4)**Intermediate Navajo II**

Further development of speaking and writing communication skills with emphasis on compositions and readings of the Dine language. Taught in Navajo. Prerequisite: NAV 201 or consent of instructor. Four lecture.

NAV 298 (1-6)**Special Topics**

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Nursing

NUR 110 (3)**Nursing Assistant I**

Basic concepts common to all members of the health team in acute and long-term care settings. Basic principles of communication, nutrition, emergency care, medical terminology, environmental safety and comfort, and how ethical/legal aspects of health care apply. Basic nursing skills based upon fundamental nursing concepts in giving individualized client care. Two lecture; three lab. Proof of liability insurance required.

NUR 200 (2)**Introduction to Professional Nursing**

Foundations for professional nursing practice. Nursing roles and functions in the delivery of health care. Prerequisite: ENG 101. Two lecture.

NUR 298 (1-6)**Special Topics**

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Nutrition

NTR 135 (3)

Human Nutrition

Principles of nutrition in critical periods throughout the life cycle, diet in disease, and the essentials for the nutritional care of people suffering from various diseases. Prerequisite: CHM 090, CHM 130 or CHM 151. Three lecture.

NTR 298 (1-6)

Special Topics

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Office Information Systems

OIS 100 (1)

Keyboarding

Touch-method skills while keyboarding on a calculator, or computer keyboard. One lecture; one lab.

OIS 110 (3)

Keyboarding Review & Speed

Review touch method skills while keyboarding on a calculator or computer keyboard. Elementary keyboarding skills recommended. Two lecture; two lab.

OIS 125 (3)

Speedwriting I

Speedwriting theory based on alphabetic characters emphasizing reading, writing, note-taking, and transcription techniques. Prerequisite: OIS 110 or consent of instructor. Two lecture; two lab.

OIS 130 (3)

Machine Transcription

Transcribing business correspondence and documents from machine dictation with speed and accuracy. Emphasizes improving business grammar and proofreading techniques. Prerequisite: OIS 110 or consent of instructor, and CIS 122 or CIS 124. Two lecture; two lab.

OIS 205 (3)

Filing Systems & Records Management

Concepts, policies, and principles of filing systems and records management, and how to effectively plan for, organize, and control the system, equipment, and supplies. Three lecture.

OIS 210 (3)

Keyboarding with Applications

Correct formatting of typical business documents, complex business documents, and reports. Keyboarding with speed and accuracy is required during all document production activities. Prerequisite: OIS 110 or consent of instructor. Two lecture; two lab.

OIS 225 (3)

Speedwriting II

Improve speedwriting characters, phrasing skills, speed in dictation and transcription, and punctuation and spelling skills in transcription. Prerequisite: OIS 125 or consent of instructor. Two lecture; two lab.

OIS 230 (3)

Medical Transcription

Terminology used in a medical office with emphasis on preparing medical documents accurately and developing transcription skills using transcription machines. Prerequisite: OIS 130 or consent of instructor, and AHS 131. Two lecture; two lab.

OIS 240 (3)

Legal Transcription

Terminology used in a legal office with emphasis on preparing legal documents accurately and developing transcription skills using transcription machines. Prerequisite: OIS 130 or consent of instructor. Two lecture; two lab.

OIS 242 (3)

Legal Secretarial Skills

Training course for those aspiring to become a legal secretary, with emphasis on preparing legal documents from all phases of law practice and on the role of a secretary in the law office. Prerequisite: OIS 110 or consent of instructor. Two lecture; two lab.

OIS 298 (1-6)

Special Topics

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Physical Education

PHE 220 (2)

Water Safety Instructor

Water safety techniques leading to certification by The American Red Cross. Two lecture.

PHE 229 (2)

First Aid & CPR

Procedures and techniques in first aid, leading to the acquisition of the American Red Cross Emergency Response Certificate and the CPR for the Professional Rescuer Certificate. Two lecture. May be taken for S/U credit.

PHE 298 (1-6)

Special Topics

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Philosophy



PHI 101 (3)
Introduction to Philosophy
Philosophical readings, discussion, and analysis on topics including metaphysics, truth, knowledge, and ethics. Three lecture.

PHI 103 (3)
Introduction to Logic
The systematic study, with emphasis on analysis and evaluation, of arguments. Topics will include both classical and current arguments from various disciplines of study. Pre- or co-requisites: ENG 102 and one semester of college level science. Three lecture.

PHI 105 (3)
Introduction to Ethics
Key concepts and problems in ethics and social/political philosophy. Historic and contemporary reading with application to modern concerns. Three lecture.

PHI 298 (1-6)
Special Topics
Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Physics



PHY 090 (3)
Basic Physics
Introductory physics course designed for students who have not had physics before and are planning to take college or university physics. Topic includes physics principles, reasoning and problem solving techniques. The focus will be on dimensional and vector analysis and force diagrams. Three lecture. Prerequisite: MAT 121 or higher.

PHY 100 (4)
Concepts of Physics
Designed for non-science majors. An in-depth look at physical interactions including Newton's Laws, conservation of energy and momentum, electricity and magnetism, heat, wave theory, nuclear transformation, relativity and quantum theories. Prerequisite: MAT 087 or satisfactory score on the mathematics placement exam. Three lecture; three lab.

PHY 111 (4)
College Physics I
Algebra-based study of motion, static and dynamic mechanics, waves and sound. Prerequisite: MAT 187 and either PHY 090 or high school physics. Three lecture; three lab.

PHY 112 (4)
College Physics II
Electricity and magnetism, light, optics, and atomic structure. Prerequisite: PHY 111. Three lecture; three lab.

PHY 161 (4)
University Physics I
First semester calculus-based physics course designed for pre-engineering and pre-science majors. Mechanics, consisting of motion, statics and dynamics, work, power and energy, impulse, and momentum, will be studied. Prerequisite: MAT 220 and either PHY090 or high school physics. Three lecture; three lab.

PHY 180 (4)
Introduction to Astronomy
Motion and structure of the sun, planets, constellations, comets, asteroids, and meteors. Cosmic explosions, quasars, and stellar evolution including white dwarfs, neutron stars and black holes. Lab component requires numerous night observations. Three lecture; three lab.

PHY 253 (4)
Archaeoastronomy
Examination of how pre-historical societies used celestial movements to anticipate ceremonial and survival activities. Concentrates on motions of the sky, research

methodologies and cultural interpretation of sites. Field trips. Co-requisite: MAT 151 or consent of instructor. Three lecture; three lab.

PHY 262 (4)
University Physics II
Second semester calculus-based physics course. Topics include electrostatic phenomena, conductors, electric and magnetic fields, resistance, capacitance, and other basic circuit components and analysis, and magnetic forces and currents. Prerequisite: PHY 161. Pre- or Co-requisite: MAT 230. Three lecture; three lab.

PHY 298 (1-6)
Special Topics
Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Political Science



POS 101 (3)
Introduction to Politics
Issues in contemporary political analysis, human values, and political goals; how governments differ and change; relationship between individual and government; how nation-states influence one another. Three lecture.

POS 110 (3)
American National Government
Introduction to the American national government; constitutional and philosophical foundations, federalism, structure and evolution of the federal government, and recent trends and issues in the federal government. Three lecture.

POS 120 (3)
Introduction to World Politics
Introduction to the international system, its actors and their capabilities; international political economy; ends and means of foreign policy; international cooperation, tension, and conflict. Three lecture.

POS 140 (3)**Introduction to Public Administration**

Political context of American Public Administration, alternative frameworks for the analysis of the policy process in government agencies, the budgetary process, accountability and responsibility in government, bureaucratic politics, and administrative reform and reorganization. Three lecture.

POS 201 (3)**Introduction to Political Ideologies**

Political ideas and belief systems, including liberalism, conservatism, Marxism, fascism, and feminism: the functions of ideology for the individual and society. Three lecture.

POS 220 (3)**Arizona & National Constitution**

Basic course in Arizona and United States governments and constitutions, designed to meet the requirements for Arizona state teaching certification. Pre- or co-requisite: ENG 102. Three lecture.

POS 221 (1)**Arizona Constitution & Government**

Arizona Government and Constitution, designed to meet the requirements for Arizona state teaching certification. One lecture.

POS 222 (2)**National Constitution & Government**

United States Government and Constitution, designed to meet the requirements for Arizona state teaching certification. Two lecture.

POS 233 (3)**Global Environmental Politics**

International politics of ecological problems that confront humanity. Nature of global problems related to population, food, energy, non-fuel resources, pollution, and other forms of environmental degradation, and the responses of nations and international organizations to these problems. Conflicts over the use and management of the

resources of international commons, in particular the oceans and other non-national areas. An evaluation of historical developments, tracing value systems, and ethical dilemmas. Three lecture.

POS 298 (1-6)**Special Topics**

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Psychology


PSY 100E (2)**Effective Psychology for Parents**

Designed to assist parents or those who work with children in developing effective communication skills and understanding the fundamental principles of behavior. Two lecture. May be taken for S/U credit.

PSY 101 (3)**Introduction to Psychology**

Scientific method in psychology, a survey of the different fields in psychology, heredity and environment, intelligence, emotions, motivation, the nervous system, and the learning process. Three lecture.

PSY 102 (3)**Personal Growth & Development**

Adjustment problems such as marriage, work, anxiety, and prejudice. Contemporary sources of stress such as alcohol and drug abuse, violence against women, sexual dysfunction, aging, job hunting, career decisions, and other issues. Three lecture.

PSY 205 (3)**Introduction to Abnormal Psychology**

Uses of psychology in nursing, aging studies, criminal justice, and other social and behavioral sciences. Includes anxiety disorders, stress-related disorders, mood disorders,

schizophrenia, childhood disorders, personality disorders, and disorders associated with both aging and organic problems. Three lecture.

PSY 227 (3)**Personality Theory**

Survey and comparison of different personality theories, including the dynamics that underlie personality development, assessment, and research. Prerequisite: PSY 101. Pre- or co-requisite: ENG 102. Three lecture.

PSY 230 (3)**Introduction to Statistics**

Basic concepts in descriptive and inferential statistics, emphasizing application to the behavioral sciences. Includes methods of data collection, sampling techniques, central tendency, standard scores, correlation and regression, and hypothesis testing. Student's t test, non-parametric analysis, and analysis of variance. Prerequisite: MAT 151 or equivalent, or consent of instructor. Three lecture.

PSY 234 (3)**Child Growth & Development**

Genetic, prenatal, and postnatal influences on the development of the child, emphasizing motivation, learning and perception. Prerequisite: PSY 101 or consent of instructor. Three lecture.

PSY 236 (3)**Psychology of Women**

Cross-cultural study of the definition, trends, and issues of the psychological status of women by examining and evaluating theories of psychology, as well as operative forces behind women's role in society. Three lecture.

PSY 240 (3)**Developmental Psychology**

Life span development, including the scientific study of normal physiological, emotional, cognitive, and social development and the factors that influence this development, from conception until death. Three lecture.

PSY 241 (3)
Substance Abuse
Physical, social, and psychological effects of substance abuse. Three lecture.

PSY 250 (3)
Social Psychology
Introduction to the study of social psychological processes including those of persuasion and conformity, leadership and dominance, aggression and altruism, attraction and friendship formation, attitude formation and change, intercultural encounters and nonverbal behavior. Prerequisite: PSY 101. Pre- or co-requisite: ENG 102. Three lecture.

PSY 280 (3)
Introduction to Health Psychology
Contributions of psychology to health promotion and maintenance, illness prevention and treatment, and related health issues. Three lecture.

PSY 290 (4)
Research Methods in Psychology
Introduction to the scientific methodologies employed in the study of psychology. This course will require student involvement in the reviewing and analyzing of scientific literature, designing and conducting experiments, collecting and analyzing data, interpreting results, and reporting experimental findings using APA format. Prerequisites: PSY 101 and PSY 230. Corequisite: ENG 102. Three lecture; three lab.

PSY 298 (1-6)
Special Topics
Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Recreation

REC 298 (1-6)
Special Topics
Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Religious Studies

REL 201 (3)
Comparative Religions
Study of the world's religions including philosophical concepts pertaining to the existence and nature of God. Prehistoric and recent non-literate religions, Native American religions, Judaism, Christianity, Islam, Hinduism, and Eastern religions. Three lecture.

REL 241 (3)
Asian Religions
An examination of Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, and Shintoism, including their respected myths, symbols, rituals, doctrines, moral codes and artistic expressions. Three lecture.

Real Estate

RES 101 (3)
Real Estate Principles
National and Arizona Real Estate requirements, real estate business, real estate law, agency, contracts, ownership, legal descriptions, title, finance, listing, and leases. Three lecture.

RES 102 (3)
Real Estate Practices
National and Arizona Real Estate requirements, property management, appraisals, land use, fair

housing, real estate investment, closings, and real estate mathematics. Three lecture.

RES 103 (3)
Escrow Principles & Practices
Procedural aspects required to establish and administer title closing, escrow, determination of settlement requirements, and funding. Prerequisite: RES 101. Three lecture.

RES 104 (3)
Title Examination Procedures
Essentials needed for proper understanding and examination of titles to real property and roles taken in this process by title companies, courts, and other agencies. Prerequisite: RES 101 or consent of instructor. Three lecture.

RES 105 (3)
Real Estate Law
Legal concepts of real estate land description, real estate property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title. Three lecture.

RES 106 (3)
Real Estate Appraisal
Purpose and function of an appraisal, determinants of value, and appraisal case studies. Emphasizes cost, market data, and income approaches to value estimates including correlation and report writing. Prerequisite: BUS 100 or consent of instructor. Three lecture.

RES 107 (3)
Real Estate Finance
Lending institutions and practices, loan application, alternative financing sources of funding real property, FHA, and VA. Covers commercial and industrial areas of finance. Three lecture.

RES 108 (3)
Property Management
Role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance reports, habitability, laws and the Fair Housing Act. Three lecture.

RES 109 (3)
Real Estate Investment
 Nature and intent of investing in real property. Concepts of leverage benefits, risks, and taxation; residential, commercial, industrial, and land investment strategy. Prerequisite: RES 102 or consent of instructor. Three lecture.

RES 110 (3)
Planning & Zoning Issues
 Land use controls and their impact on land use. Covers a master land use plan and how development is affected by land use categories from the zoning codes adopted by cities, counties, and states. Three lecture.

RES 111 (3)
Real Estate Marketing
 Marketing strategies, concepts of pricing, product packages, promotion, listing approaches, and the Deceptive Trade Practices Consumer Protection Act requirements. Three lecture.

RES 112 (3)
Real Estate Brokerage
 Law of Agency, planning and organization, operational policies and procedures, records and control, brokerage analysis and expansion criteria, and recruiting, selection and training of personnel. Three lecture.

RES 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Science



SCI 087 (2)
Basic Skills in Science
 Review of basic math, writing, and science skills. Intended to increase students' preparedness for 100 level science courses. Two lecture.

SCI 175 (3)
Scientific Methods & Reasoning
 Uses concrete models and experiments to develop concepts. Fundamental and derived dimensional analysis. Basic laboratory equipment, data collection and analysis, and oral and written presentation of results. Two lecture; three lab.

SCI 195 (3)
Water Distribution Systems
 Operation and maintenance of potable water distribution systems. Includes pipes, valves, water meters, hydrants, pumps, storage facilities, groundwater production, disinfection, record keeping, tapping procedures, safety, maps, locating lines, instrumentation/control equipment, and basic cross connectional control. Preparation for the Arizona Department of Environmental Quality examinations for Grade One and Grade Two Distribution System Operator. Three lecture. May be taken for S/U credit.

SCI 235 (3)
Energy
 Types and sources of energy including solar, nuclear, wind, steam, turbine, and thermal, and the issues surrounding each. Field trips. Three lecture.

SCI 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Sign Language



SLG 101 (3)
American Sign Language I
 Principles, methods, and techniques for acquiring American basic sign language skills, with emphasis on developing vocabulary and grammar. Three lecture.

SLG 102 (3)
American Sign Language II
 Sign vocabulary development, speed, and receptive reading techniques. Prerequisite: SLG 101. Three lecture.

SLG 201 (3)
American Sign Language III
 Idioms, sign language linguistics, body language, practical application of signing, and cultural aspects of deafness. Prerequisite: SLG 102. Three lecture.

SLG 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Sociology



SOC 101 (3)
Introduction to Sociology
 Concepts, theories and research methods, definitions and classifications of individuals and groups, concepts and theories of stratification, social institutions, modernization, and movements. Three lecture.

SOC 125 (3)
Domestic Violence
 Theory and dynamics in domestic violence. Defining spouse abuse, exploring origins, and the impact on children and family. Three lecture.

SOC 130 (3)
Human Sexuality
 Biological, psychological, and cultural factors which influence human sexuality, including ethics, gender roles, and changing values in contemporary society. Three lecture.

SOC 132 (3)
Social Problems
 The causes, effects, and solutions of contemporary social problems. Prerequisites: SOC 101 or consent of instructor. Three lecture.

SOC 140 (3)
Marriage & the Family
 Helps prepare students to improve the quality of individual and family life. Includes parent-child relationships, parenting roles, marital violence, and aspects of divorce. Three lecture.

SOC 142 (3)
Race & Ethnic Relations
 Sociological perspectives and theories on race and ethnic relations. Various race and ethnic minority groups, present and future perspectives on prejudice, and improving ethnic relations. Three lecture.

SOC 200 (3)
Women & Health
 Designed to empower women by enabling them to make accurate decisions regarding their health. Aspects of health and health-related topics germane to political, cultural, and socio-economical issues as they relate to women. Three lecture.

SOC 210 (3)
Sociology of Gender
 Overview of theories of gender development; examination of social, cultural, political and economic conditions affecting the experience of gender; and exploration of issues involved in the different roles and expectations placed on women and men in various cultures at different periods in history, with particular emphasis on contemporary American culture. Three lecture.

SOC 236 (3)
Crime & Delinquency
 Deviance in American society, emphasizing the extent of crime, crime trends, types of crime and criminals, theories and factors in crime causation, the impact of crime on society and the individual, and the relationship between social variables and crime. Three lecture.

SOC 285 (3)
Health Care Systems
 Predominant health care systems in the U.S. including Medicare and Medicaid. Examines the availability

and utilization of various resources, as well as ethics and quality of care. Three lecture.

SOC 296 (3)
Internship
 Opportunity to gain experience in applying knowledge and skills in an appropriate setting. Three lecture; three lab.

SOC 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Spanish



SPA 101 (4)
Beginning Spanish I
 Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Spanish. Four lecture.

SPA 102 (4)
Beginning Spanish II
 Further emphasis on basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Spanish. Prerequisite: SPA 101 or placement. Four lecture.

SPA 103 (3)
Spanish for Spanish Speakers I
 Reviews essential language skills for native or fluent speakers. Emphasizes reading and writing skills and review of basic Spanish grammar. Taught in Spanish. Prerequisite: Consent of instructor. Three lecture.

SPA 104 (3)
Spanish for Spanish Speakers II
 Further emphasis on reading and writing skills and review of basic Spanish grammar. Student acquires more in-depth understanding of the mother language and practices writing skills. Taught in Spanish. Prerequisite: SPA 103 or consent of instructor. Three lecture.

SPA 125 (2)
Spanish for Health Professionals
 Develops practical speaking knowledge of common medical terms frequently used in a variety of health care settings. Prerequisite: SPA 101, SPA 131, or consent of instructor. Two lecture. May be taken for S/U credit.

SPA 126 (2)
Spanish for Law Enforcement Personnel
 Develops a practical speaking and/or writing knowledge of common terminology frequently used in the law enforcement field. Prerequisite: SPA 101, SPA 131, or consent of instructor. Two lecture. May be taken for S/U credit.

SPA 127 (3)
Spanish for Elementary Teachers
 Develops a practical speaking and/or writing knowledge of common terminology frequently used in the elementary school classroom. Three lecture. May be taken for S/U credit.

SPA 131 (3)
Conversational Spanish I
 Basic grammar, vocabulary, and culture in conversational practice. Three lecture. May be taken for S/U credit.

SPA 132 (3)
Conversational Spanish II
 Further emphasis on basic grammar, vocabulary, and culture in conversational practice. Prerequisite: SPA 131 or consent of instructor. Three lecture. May be taken for S/U credit.

SPA 201 (4)
Intermediate Spanish I
 Improving basic skills of speaking, comprehension, reading, and writing. Taught in Spanish. Prerequisite: SPA 102 or placement. Four lecture.

SPA 202 (4)
Intermediate Spanish II
 Further development of speaking and writing communication skills with emphasis on compositions and readings. Taught in Spanish. Prerequisite: SPA 201 or placement. Four lecture.

SPA 212 (2)
Introduction to Translation & Interpretation
 Designed specifically for native or fluent speakers of Spanish, to introduce and familiarize them with the techniques of proper written translation and oral interpretation. Serves only as an introduction to the broad field; intended to help students decide if they want to pursue it further. Two lecture.

SPA 231 (3)
Conversational Spanish III
 Further development of speaking and writing skills. Prerequisite: SPA 132 or consent of instructor. Three lecture. May be taken for S/U credit.

SPA 232 (3)
Conversational Spanish IV
 Designed to enhance conversational fluency and further develop speaking and writing skills. Taught in Spanish. Prerequisite: SPA 231 or consent of instructor. Three lecture. May be taken for S/U credit.

SPA 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Speech

SPC 100 (3)
Fundamentals of Speech Communication
 Fundamental elements of oral communication emphasizing improving speaking skills and self-confidence. Three lecture. May be taken for S/U credit.

SPC 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Theatre

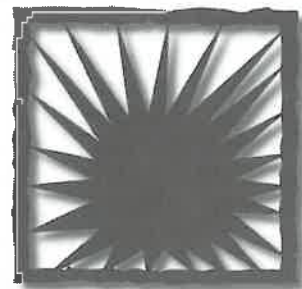
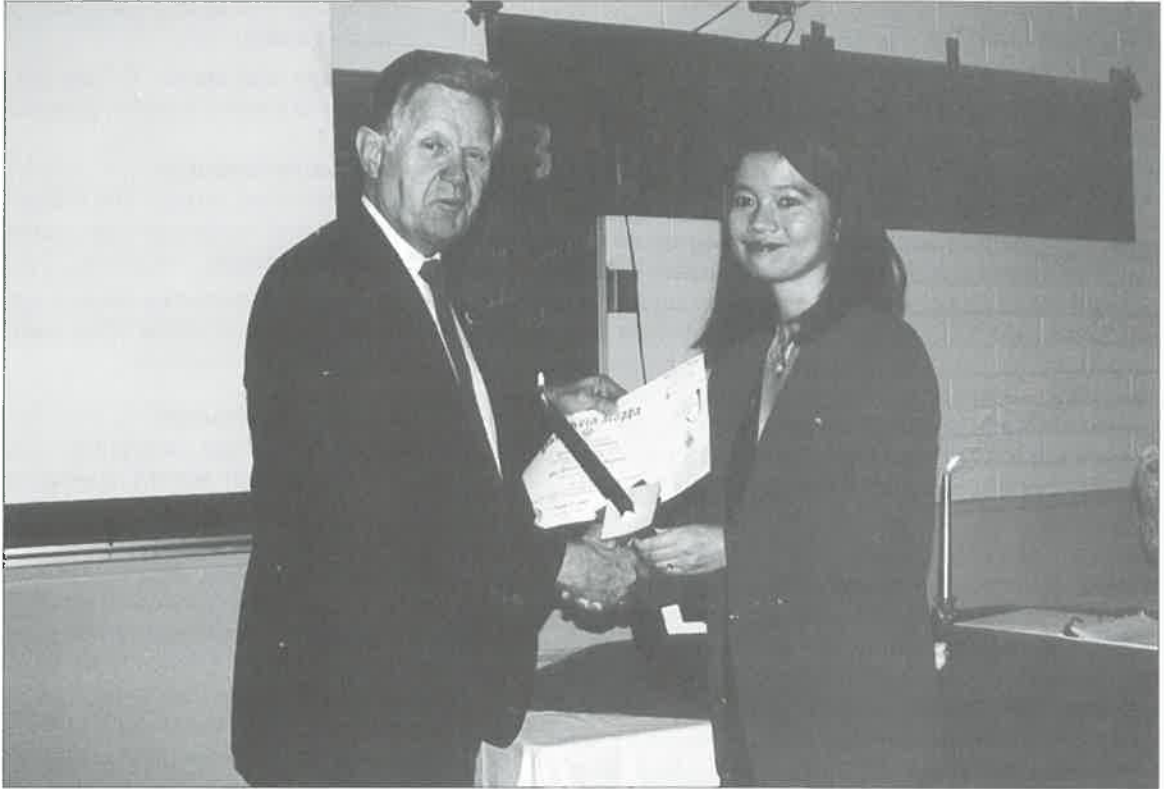
THR 101 (3)
Introduction to Theatre
 A survey of theatre, introducing basic elements and principles of production, styles and/or historical perspectives of theatre, dramatic literature and criticism. Three lecture. May be taken for S/U credit.

THR 110 (3)
Acting I
 The fundamental techniques of acting are explored through physical and vocal expression, improvisation and scene work with an emphasis on the performer's approach to characterization. Three lecture. May be taken for S/U credit.

THR 210 (3)
Acting II
 The fundamental techniques of acting are further explored through script analysis, rehearsal and in-class performance of scenes with emphasis on various styles. Prerequisite: THR 110 or consent of instructor. Three lecture. May be taken for S/U credit.

THR 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Admission & Registration



Admission Requirements

Coconino Community College is open to any person for either regular or special admission if that person satisfies 1 of the following categories established by the State Board of Directors for the Community Colleges of Arizona (R7-1-20):

Eligible for "Regular Student" Admission

- A graduate of a high school which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a state board of education or other appropriate state educational agency, or
- A person who has completed a GED certificate of high school equivalency, or
- A transfer student in good standing from another college or university, or
- A mature person who is 18 years of age or older and demonstrates evidence of potential to succeed at CCC. (A student admitted in this category who is not a high school graduate or a GED completer will be encouraged to attain a GED prior to completion of 15 hours at CCC.) Mature student applicants may be required to complete testing and other assessment activities designed to help the College determine their ability to benefit from college-level instruction. They are restricted to enrollment of 12 credit hours or fewer each semester with advisor approval required.

Eligible for "Special Student" Admission

- A student not meeting any of the provisions for "Regular Student" Admission (listed above) may be admitted on an individual basis with the approval of College officials and, as appropriate, the consent of parents and recommendation of the student's school. This includes, but is not limited to, students under 18 and those still enrolled in high school. For students still enrolled in high school, completion of the 10th grade is a requirement for admission as a special student.
- A special student must meet the established requirements of the course(s) for which he/she chooses to enroll, and college officials must determine that admission is in the best interest of the student. For example, a special student seeking admission to attend an algebra class must be qualified to enter a mathematics course at that level; qualification in this case would be determined by a placement examination, or ACT/SAT scores and high school grades.
- A student who is under age 18 and scores a composite of 22 or higher on the American College Test (ACT), or a composite (verbal and mathematics) of 930 or more on the Scholastic Aptitude Test (SAT) may be admitted. A student who shows evidence of such test scores shall not be denied admission

because of age, lack of a high school diploma or high school certificate or equivalency (GED), grade in school, lack of permission of school officials, or lack of concurrent enrollment in public or private school; however the College requires parental permission for those under 18. A student admitted in this category is not guaranteed admission to a specific degree program or to all courses offered by the College and may enroll for a maximum of 6 credit hours unless special arrangements have been made and approved prior to the registration period.

- All special student applicants should contact Admissions and Records for more information and required forms.
- Applicants with status "SP" are limited to 6-8 credit hours or 2 classes; advisor approval is required.

Admission Procedures

Each student must provide the following:

- A completed Application for Admission and a Domicile Affidavit.
- Documents required by his/her admission status before the end of his/her first semester of enrollment, except as indicated.

International Students

At present, Coconino Community College is not approved as a study site for students who are not United States citizens except persons lawfully admitted to the United States as immigrants. CCC is not authorized to issue I-20 documents nor will full-time attendance at CCC by a non-citizen satisfy F-1 student status. International students with a visa status other than F-1, as well as those F-1 visa students attending and in status at Northern Arizona University, may be eligible for limited study at CCC. A minimum TOEFL score of 450 is required. Contact Admissions and Records for further information.

Mailing Address for Official Transcripts

Official high school and college/university transcripts, as required, must be mailed directly to: Admissions and Records, Coconino Community College, 3000 North Fourth Street, PO Box 80,000, Flagstaff, AZ 86003-8000. Transcripts which are hand-carried to the College by the student are not considered official.

Residency Requirements

Residency Requirements Coconino Community College determines a student's residency status for tuition purposes based upon information supplied on college applications, affidavits, and additional information provided by the student. CCC notifies a student of his/her residency status upon admission. Appeals or questions regarding residency status should be directed to Admissions and Records or the College Registrar.

Residency Procedures

The following guidelines concerning the determination of residency for tuition purposes are the result of existing Arizona law and regulations of the State Board of Directors for Community Colleges of Arizona, which are subject to Arizona Statutes. Students having difficulty in determining their residency should contact Admissions and Records for further explanation.

- Each applicant shall have the question of legal residence determined at the time of admission. Registration and payment of fees will be in accordance with the residency assigned at the time of official admission. The admission letter mailed to the student's last known address shall be considered official notice of the student's residency for tuition purposes.
- The Registrar/Director for Admissions is responsible for making the initial domicile classification. The College may consider all evidence, written or oral, presented by the student and any other relevant information received from any source. The College may request written or sworn statements or sworn testimony of the student.
- An appeal of the initial classification may be made to the Registrar/Director for Admissions. The appeal must be in writing, signed by the student, and accompanied by a sworn statement of all relevant facts. The appeal must be filed with Admissions and Records within 10 days of notification of residency classification. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period.

Definition of Terms

Armed Forces of the United States

The Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Service and the National Oceanographic and Atmospheric Association.

Continuous Attendance

Enrollment at an Arizona educational institution for a normal academic year since the beginning of the period for which continuous attendance is claimed. Enrollment in summer sessions or other such intersessions beyond the normal academic year is not required in order to maintain continuous attendance.

Domicile

A person's true, fixed and permanent home and place of habitation. It is the place where one intends to remain and to which one expects to return when one leaves without intending to establish a new domicile elsewhere.

Emancipated Person

A person who is neither under a legal duty of service to parents, nor entitled to the support of such parents under laws of the state.

Parent

Father or mother, custodial parent, or legal guardian of an unemancipated person. Circumstances must not indicate that guardianship was created primarily for the purpose of conferring the status of an instate student on the unemancipated person.

In-State Student Status

- Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an instate student for tuition purposes.
- A person is not entitled to classification as an instate student until domiciled in this state for 1 year (previous 12 months) unless he/she meets one of the following requirements:
 - His/her parent's domicile is in this state and that parent is entitled to claim him/her as an exemption for state and federal tax purposes.
 - He/she is an employee or spouse of an employee transferred to this state for employment purposes.
 - The domicile of an unemancipated person is that of his/her parent.
 - An unemancipated person, while in continuous attendance toward the degree for which currently enrolled, does not lose instate classification if his/her parent moves from this state.
- A person who is a member of the armed forces of the United States stationed in the state pursuant to military orders or his/her the spouse or dependent child (as defined in Section 43-1001) is entitled to classification as an instate student. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose instate student classification.
- A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an instate student.

Alien In-State Student Status

An alien resident is entitled to classification as an instate refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.

Presumptions Relating To Student Status

Unless the contrary appears to the satisfaction of the registering authority of the community college at which a student is registering, it shall be presumed that:

- No emancipated person has established a domicile in the state while attending any educational institution in this state as a full time student, as such status is defined by the State Board of Directors for Community Colleges.
- Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
- A person who has been domiciled in this state immediately prior to becoming a member of the Armed Forces of the United States shall not lose instate status by reason of his/her presence in any other state or country while a member of the Armed Forces of the United States.

Registration Information

Students should register for classes in accordance with calendars and procedures published in the appropriate *Schedule of Classes*. To participate in registration, new students must have completed an application for admission. Students in the following categories are admitted conditionally pending receipt of documents verifying or clarifying their status (see also Admission Information): high school graduates, GED completers, transfer students, mature students (without high school diploma or GED), students on academic probation at a previous college, students on academic suspension at a previous college, and "special" students, especially those taking classes while still enrolled in high school. Students in the foregoing categories who do not provide required documents may be barred from participation in future registrations.

Academic Load Semester

The normal full-time academic load is defined as 12 credit hours per semester. A student may take no more than 18 credit hours¹ in a single Fall or Spring semester without prior approval. A student with a grade point average of 3.00 or better for 12 or more credit hours during 1 semester or summer session is eligible to petition to the Registrar/Director for Admissions to carry in excess of the 18 hour maximum. Exceptions to this procedure may be considered on a case-by-case basis.

Summer

Summer classes are intensive; therefore, the recommended maximum academic load for the entire summer is 12 credit hours¹. A student with a grade point average of 3.00 or better for 12 or more credit hours during 1 semester or summer session is eligible to petition to the Registrar/Director for Admissions to carry credit hours in excess of the 12 credit hour maximum. Exceptions to this procedure are considered on a case-by-case basis.

Add/Drop Procedures Fall/Spring Semester

In accordance with calendars and procedures in the appropriate *Schedule of Classes*, students may make adjustments in their registered schedules by dropping and/or adding classes. Students may drop without a "W" (withdrawal) being recorded on their transcript prior to, and including, the 45th calendar day. On the 46th calendar day, and thereafter, a student drop will be recorded on the transcript as a "W" (withdrawal). No student-initiated drop will be processed during the last 2 weeks of instruction of the semester or during finals week. Written petitions for exception to this procedure may be presented to the Registrar/Director for Admissions for action. The instructor may drop students for nonattendance at the first class session or for unexcused absences. See *Academic Procedures: Attendance* for more information.

Summer Session

In accordance with calendars and procedures in the appropriate *Schedule of Classes*, students may make adjustments in their registered schedules by dropping and/or adding classes. Students may drop without a "W" (withdrawal) being recorded on their transcript no later than the 7th calendar day after the beginning of the session. On the 8th calendar day and thereafter, a student drop will be recorded on the transcript as "W" (withdrawal). No student initiated drop will be processed during the last 2 weeks of instruction of the summer session. Written petitions for exception to this procedure may be presented to the Registrar/Director for Admissions or designee for action. The instructor may drop students for nonattendance at the first class session or for unexcused absences. See *Academic Procedures: Attendance* for more information.

Short Courses

Registration for short courses (those meeting less than a full semester in Fall or Spring, less than a full summer session, or pre- and post-sessions) will be accepted prior to the first class meeting. A short course may be added, with the approval of the instructor, prior to the second class meeting. If a short course is dropped once the class has begun, a "W" (withdrawal) will be recorded on the student transcript. Written petitions for exception to this procedure may be presented to the Registrar/Director for Admissions or designee for action. The instructor may drop students for nonattendance at the first class session or for unexcused absences. See *Academic Procedures: Attendance* for more information.

Placement

Belief and Purpose

Coconino Community College believes academic achievement is directly related to the course placement students receive prior to their enrollment. We have a commitment to provide opportunities for successful academic experience for students.

The purpose of the course placement policy is to enhance student success by requiring placement in English, mathematics, and reading. It is designed to help students determine their current skills and knowledge levels, and to direct them to the appropriate classes.

Requirements

Students will be required to complete placement assessments under the following conditions:

- The student is taking his/her first college credit English or mathematics, with the exception of MAT 055 and ENG 060.
- English and mathematics placement testing and the reading assessment should be completed prior to the first semester of enrollment. The English, mathematics, and reading requirements should be pursued in each subsequent semester until those requirements are fulfilled. See *Graduation Procedures* for more information.

¹ Inter-session courses are *not* included in the calculation of academic load for spring or fall semester or summer session.

- The student is degree-seeking and does not have previous college credit in English, reading, or mathematics. (Degree-seeking students will not be allowed to enroll in classes after completion of 18 hours if they have not taken appropriate placement tests and completed the reading assessment.)
- Transfer students who completed prerequisite courses more than 5 years prior to the semester in which prerequisite proof is required.

Exemptions

Students may be exempt from the placement test if at least one of the following conditions applies:

- The student has an Associate's or higher degree.
- The student has earned transferable college credits in English, mathematics and/or reading, with a grade of "C" or better within the 5 years previous to date of enrollment.
- The student has a record of previous placement assessment at CCC.
- The student has SAT or ACT scores.

Course Placement

A student's score on a CCC's placement test, the SAT, or ACT, determines his/her placement in a specific course. This placement should be discussed with an advisor who is skilled in assessing the student's need in the context of factors that affect student success.

CCC course placement in mathematics and English based on ACT or SAT scores:

Subject	ACT Scores	SAT Scores	Appropriate Course
Mathematics	≤14	≤320	MAT 055
	15-16	330-400	MAT 087
	17-20	410-520	MAT 121
	21-24	530-600	MAT 130, MAT 142, MAT 151, MAT 187
	25-26	610-640	MAT 172, MAT 184, MAT 212
	≥27	≥650	MAT 220
English	20+	420+	ENG 101 & exempt from reading

Appeal

The final decision for student success rests with the student. Therefore, if the student wishes to appeal the placement decision, the student must see an advisor and must complete a Waiver of Enrollment Against Advise form. The Waiver is subject to approval. If approved, the Waiver will be kept in the student's official academic record in Admissions and Records.

Implementation of Policy

To ensure consistency of student placement within the Coconino Community College District in the implementation of this policy, the following will apply:

- All sites shall use the same assessment instruments or their equivalents.

- All sites shall adhere to the same cut-off scores.
- Placement scores will be valid for 2 years from the date of the original assessment.
- The student will be permitted no more than one re-test per discipline each semester.
- Copies of placement test results will be kept on file in the Registrar's Office.

Proficiency Tests

The Proficiency Tests are designed to help students determine their preparedness for taking specific courses. Check the *Schedule of Classes* for test dates and times.

1. Business English

All students who wish to enroll in the BUS 204 (Business Communications) course must have completed ENG 101 (College Composition I) and either BUS 111 (Business English) or satisfy appropriate placement on the Business English Proficiency Test. This proficiency test is an option for students who do not wish to take BUS 111.

2. EMS

The Department of Health Services requires the following prior to registration for EMS 131:

- Be 18 years of age or older (picture ID required).
- Current "Health Care Provider" CPR Certification.
- Passing score on the CCC administered reading placement test for EMS.
- Evidence of MMR vaccination.
- Current hepatitis B vaccination.
- TB test within 6 months of the start of class.
- Proof of current health insurance.

3. Spanish

All students who wish to enroll in a second semester Spanish course or above and cannot provide proof of having satisfied the prerequisite within the last 5 years must take the Spanish Proficiency Test.

Catalog Choice

A student may choose to be governed by the degree/certificate requirements outlined in any one CCC catalog in effect during his/her enrollment for credit at the College, with the following exceptions:

- Students who totally withdraw from the College (with all "W's" posted on the CCC transcript) for more than 2 consecutive semesters (excluding summer) forfeit the opportunity to choose a catalog prior to the one in effect for the semester of their re-enrollment;
- No student may choose to be governed by the requirements of a catalog issued more than 5 years prior to the year in which catalog choice is made.

A student must choose only one catalog and will not be allowed to choose a combination of requirements from differing catalogs. A student may petition for waiver or substitution of certain catalog requirements. The academic advisor and/or other College officials may initiate course substitutions for program requirements. These

substitutions must be approved by the *Division Chair* for the Flagstaff Campus or *Campus Dean* for the Page Campus, for the specific degree and/or certificate.

Note: Students planning to transfer to an Arizona public university who are completing a transfer degree from a catalog prior to the 1999-2000 catalog may choose to replace the TGECC (Transfer General Education Core Curriculum) with an AGECC (Arizona General Education Curriculum). Since the TGECC is 41 credits and the AGECC is 35 credits, students replacing the TGECC with the AGECC may be required to complete additional degree core requirements and/or transferable elective credits to complete the degree.

Student Classification and Standing

Freshman

A student who has earned fewer than 30 credit hours.

Sophomore

A student who has earned 30 or more credit hours, but has not earned a degree.

Full-time Student

Enrolled for	During a session of
12 or more credit hours	10 or more weeks
6 or more credit hours	5 weeks to less than 10 weeks
4 or more credit hours	less than 5 weeks

Part-time Student

1-11 credit hours	10 or more weeks
5 or fewer credit hours	5 weeks to less than 10 weeks
3 or fewer credit hours	less than 5 weeks

Advisement

Coconino Community College recognizes the importance of providing regular opportunities for students to obtain advisement throughout their academic careers. There are 2 types of advising:

- **Registration Advising.** This walk-in advising takes place during registration. This short-term advising is intended to help students select courses for the current semester only;
- **Program Advising.** The goal of program advising is to assist students in developing and following an educational plan (degree, certificate, and/or transfer programs).

Students planning to pursue a degree or certificate program and/or transfer to a 4-year college or university should seek advisement prior to enrollment. Advisement is required for students receiving financial aid, for those admitted under probation or suspension status, and for special admissions. Program Advising is available throughout the academic year by appointment through Student Development Services. Students needing assistance with program planning are urged to seek Program Advising early in the semester. During times listed in the *CCC Schedule of Classes*, only Registration Advising is available.

Transferring Credit to CCC

Basic Guidelines

Course work completed at accredited institutions with a grade of "C," its equivalent, or better will be evaluated for transfer credit, with the following exceptions: above 200 level courses and coursework not equivalent to a CCC course will not be transferred. Admissions and Records must receive an official transcript directly from the college or university where credit was earned. Upon a student's written request (in the form of a Transcript Evaluation Request), Admissions and Records staff will evaluate official transcripts for credit by the College. Using the following system of prioritization, up to 45 credit hours will be accepted for transfer, which may include up to 30 hours of credit for prior learning:

- General education classes equivalent to CCC general education courses.
- Other coursework evaluated as equivalent to a CCC course and included in a degree or certificate program, up to the 45 credit limit.
- Once the limit has been met, courses will be coded "NT" (Not Transferred), regardless of equivalency to a CCC course.

An academic advisor will review credit for applicability toward the student's program objective at CCC. Transfer

grades are not calculated in the student's CCC grade point average.

Transfer Procedure

Students who desire to transfer previous college or university credits to Coconino Community College must formally request a transcript evaluation. Forms are available through Admissions and Records. Following are helpful guidelines for students considering transfer of credit to CCC:

- Transcripts will be officially evaluated only when official copies of all transcripts have been received by CCC. An official copy is one which has been mailed directly from the student's previous school to CCC. Students must request transcripts by contacting their previous colleges and universities.
- Transcripts from all previous colleges or universities attended regardless of how long ago courses were taken and regardless of the grades earned must be submitted to the College. Credits earned more than 5 years ago may be subject to special evaluation. The official transcript evaluation requires that students certify they are declaring all previous credits.
- The transcript evaluation procedure includes a review process during which the student can request

clarification. If a student is refused transfer credit for a class, or if credit is not granted in an area the student feels is appropriate, the student may request a review with a transcript evaluator to discuss his/her concerns. It is the student's responsibility to provide the transcript evaluator with previous school catalogs or other information which will assist in clarifying the classes in question.

Transfer of General Education Courses and Arizona General Education Curriculum (AGEC) Courses from Other Arizona Community Colleges or Universities to CCC

If a course is in the General Education Core Curriculum (GECC) of the transferring institution, CCC will accept the credits as a CCC GECC course using the following procedures:

1. The course will be transferred as an equivalent course if the equivalency is determined by:
 - a. a review of transfer course description in comparison to CCC course description, or
 - b. a comparison of Course Equivalency Guide (CEG) equivalencies between the transferring institution and the universities with CEG equivalencies between CCC and the universities. For example, per the CEG, the transferring institution's MAT 130, College Algebra, has the following university equivalencies: at NAU, MAT 110; at ASU, MAT 117; at U of A, MATH 117. CCC's MAT 151, College Algebra, has the same university equivalencies; therefore, the transferring institution's MAT 130 is equivalent to CCC's MAT 151.

The Transcript Evaluator will record these equivalencies on the Course Articulation form.

2. If CCC does not have an equivalent course, the course will be transferred as a specified number of credits satisfying requirements of the appropriate General Education area (Arts/Humanities, Social/Behavioral Sciences, Physical/Biological Sciences, or Options) and/or Arizona General Education Curriculum (AGEC) special requirements area(s) (Intensive Writing/Critical Inquiry, Ethnic/Race/Gender Awareness, and/or Contemporary/Global or International Awareness). The student requesting the transfer evaluation must provide documentation that the course is part of the GECC at the transferring institution. A *Request for Substitution* form must be initiated by the student, completed by an advisor, and approved by the appropriate *Division Chair* for the Flagstaff Campus or *Campus Dean* for the Page Campus.
3. If the course fulfills 1 or more of the AGEC Special Requirements at the transferring institution, CCC will transfer it to fulfill those requirements. The student requesting the transfer evaluation must provide documentation that the course meets the AGEC requirements at the transferring institution. A *Request for Substitution* form must be initiated by the student, completed by an advisor, and approved by the appro-

priate *Division Chair* for the Flagstaff Campus or *Campus Dean* for the Page Campus.

Exception: The Intensive Writing/Critical Inquiry Special Requirement must be completed at Coconino Community College.

4. University credits may be transferred back to CCC to satisfy AGEC requirements and/or CCC degree requirements. To obtain an AGEC stamp on the transcript, however, students need to comply with the 15 credit hours in residence requirement below.

Per the Arizona state AGEC policy, "A minimum of 15 semester credits of course work must be completed within the community college district certifying completion of the AGEC." The 15 hours of coursework referred to in the policy can be in any area and do not have to be GECC or AGEC courses.

Transferring Tech Prep Credit

The purpose of the Tech Prep program is to provide a pathway through which participants at the high school level will be granted community college credit for specific articulated courses leading toward a degree or certificate from Coconino Community College. Eligibility of students in Tech Prep program is determined by participating high schools.

To be awarded credit

Students enter the Tech Prep program in high school and upon graduation must enroll at CCC within 2 years to receive articulated community college credit. If the time limit has expired, eligibility for credit will be evaluated on a case-by-case basis by the Registrar/Director for Admissions.

To receive college credit

Tech Prep students must provide official high school transcripts to Admissions and Records and request that the transcripts be evaluated. Transcripts must document participation and completion of articulated Tech Prep courses at the secondary level. Each articulated course must be completed with a "B" or better. The applicant may apply for the transfer of credit after successfully completing 6 credit hours in their program area at CCC within 1 academic year of enrollment to the College. Independent study, cooperative education, internship or practicum courses at CCC do not count as part of the 6 credit minimum requirement.

A student may apply a maximum of 9 hours of Tech Prep credit earned in high school towards the applicable CCC degree or certificate. Tech Prep credit granted by CCC may not transfer to other colleges or universities.

Credit for Prior Learning

Students enrolled at CCC may be awarded a total of 30 credit hours for prior learning completed through the College Level Examination Program (CLEP), Defense Activity for Non-Traditional Support Examination

Program (DANTES), Advanced Placement Examinations (AP), and/or military training. Credit awarded for prior learning does not count as hours in residence for graduation requirements. Credit granted by CCC may not transfer to other colleges or universities.

Official test scores for CLEP, DANTES, and AP must be sent directly by the testing agency to Admissions and Records. A written request for an evaluation of test scores must be filed by the student with Admissions and Records. Students seeking an evaluation for military training should consult the Registrar/Director for Admissions or designee regarding proper documentation.

CLEP offers general examinations in Social Science/History, Natural Sciences, Humanities, English, and

Mathematics, and additional examinations in specific subject areas. CCC may grant credit for general examinations with a minimum score of 500 and credit in applicable subject areas with a minimum score of 50. CCC may grant credit for DANTES examinations with a minimum score of 50.

The Advanced Placement Program recognizes that some students are able to complete college-level courses while attending high school. Students who have taken an Advanced Placement course in their secondary school and who scored 4 or 5 on the AP may receive college credit. Official scores must be sent directly from the testing agency to CCC for evaluation. A written request for an evaluation of test scores must be filed by the student with Admissions and Records.

Transferring Credit from CCC

The Coconino County Community College District is 1 of 10 state community college districts approved by the State Board of Directors for Community Colleges of Arizona. The academic policies and the operation of CCC are governed by the local CCC District Governing Board and by the State Board. CCC adheres to the Arizona General Education Curriculum approved by the Arizona Board of Regents (governing board for state universities) and by the State Board for Directors for Community Colleges of Arizona. CCC is accredited by the North Central Association of Colleges and Schools, the regional accrediting body. CCC classes follow curriculum approved by the State Board, and courses numbered 100-299 may be eligible for transfer to other colleges and universities. The procedure for determining the transferability of a particular CCC course is as follows:

- For CCC courses taught Fall semester 1991 or Spring semester 1992, one of Arizona's accredited community colleges (Yavapai College) permitted CCC to use its course prefix and number system and its course outlines to facilitate the transfer process during CCC's initial 2 semesters of operation. Students or institutions wishing to determine the transferability of a particular CCC course taught either Fall semester 1991 or Spring semester 1992 should consult the Yavapai College section of the 1991-92 *Course Equivalency Guide* published by the Arizona Commission for Postsecondary Education.
- For CCC courses taught summer session 1992 forward, students or institutions should consult the CCC section of the appropriate *Course Equivalency Guide* published by the Arizona Commission for Postsecondary Education.

Transferring to Arizona Public Universities

Arizona public community colleges and universities (Northern Arizona University, University of Arizona, Arizona State University - Main and Arizona University -

West) have agreed upon a common structure for a transfer general education curriculum. This curriculum provides students attending any Arizona state community college with the opportunity to build a general education curriculum that is transferable upon completion without loss of credit to another Arizona state community college or university. This common agreement is called the Arizona General Education Curriculum (AGEC).

Completion of the AGEC will fulfill lower division general education requirements at all Arizona state community colleges and universities and will be fully applicable to the baccalaureate degree, but may not apply to degrees articulated with the Transfer Guide Pathway (TG-XR). Students completing the AGEC will still be required to fulfill lower division major requirements and prerequisites within their college and major/minor area of study. Some majors have significant prerequisites and/or program requirements that must be completed before a student may be admitted to upper division course work. Community college students who are undecided about which of the Arizona public universities they plan to attend or what program of study they intend to pursue are advised to explore educational options while they complete the AGEC.

If a student does not complete all 35 credits of the AGEC, lower division general education is not fulfilled at all Arizona public universities. When the AGEC is not completed, the general education credits will be evaluated by the university on a course by course basis using the *Course Equivalency Guide* and applied depending on the degree and college. For more information regarding the AGEC, see *Guidelines for Transfer and General Education Requirements* in this catalog.

Students intending to transfer to an Arizona public university are strongly encouraged to meet regularly with an advisor to understand student's rights and responsi-

bilities related to the transfer and applicability toward a degree of program core curriculum, courses and credits.

Transfer Ombudsperson (TSO)

Each Arizona state university and community college has appointed a TSO to resolve problems by transfer students as reported by students, advisors, faculty members and college officials. The TSO has the responsibility to ensure compliance with the transfer and articulation agreements and resolve problems concerning the transfer and applicability of community college credit to university programs. Students may file complaints with the university TSO or report complaints to the TSO at the community college where the transfer coursework was completed.

CCC TSO

Students wishing to report a problem in transferring CCC credit to a university should provide a written request including:

- the name of the university
- the declared major at university
- a comprehensive statement regarding the problem or complaint related to transfer of credit or core curriculum
- a summary of the action taken by the student prior to submitting the complaint
- copies of any documentation provided to the student from university officials

Ordering Official Transcripts

Admissions and Records at the Flagstaff and Page Campuses issue official Coconino Community College transcripts. A student must file a written request for each transcript with a \$5.00 fee and allow 1 week for processing. Transcripts reflect CCC classes only. Students desiring transcripts for courses completed at colleges other than CCC must contact Admissions and Records of that college.

Financial Information



Class Fees

Certain classes charge fees in addition to tuition. Refer to the *Schedule of Classes* published each semester and summer session for class fee information.

Estimated Educational Expenses

Coconino Community College's charges for educational fees are approved annually by the CCC District Governing Board and the State Board of Directors for Community Colleges of Arizona and are subject to modification by these Boards. The following is intended to provide prospective students with information regarding approximate expenses. It is not to be interpreted as limiting the College's need to adjust charges in response to rising costs.

- An Arizona resident who registers as a full-time student should expect to pay approximately \$705 per semester for educational fees and books.
- A part-time student who registers for 6 credit hours should expect to pay approximately \$355 per semester for educational fees and books.
- A part-time student who registers for 1 to 3 credit hours should expect to pay approximately \$265 per semester for educational fees and books.
- The student should consult the most recent *Schedule of Classes* for current and complete information concerning expenses.

Tax Credit for Tuition and Fees (the Hope Scholarship)

The Taxpayer Relief Act of 1997, signed by President Clinton on August 5, 1997 includes provisions that will benefit Coconino Community College students and/or parents. Attending CCC for 2 years can provide you with a \$1,500 per year tax credit under the Hope Scholarship. This is a dollar for dollar tax credit for the first 2 years of college against actual federal income taxes owed.

Taxpayers may claim 100% of up to the first \$1,000 spent in "out-of-pocket" tuition and fees (not books), and 50% of up to the second \$1,000 in tuition and fees, for a total of up to \$1,500.

Example

Student Pays	\$2,500	\$2,000	\$1,500	\$1,000	\$750
Tax Credit	\$1,500	\$1,500	\$1,250	\$1,000	\$750

This is a per student credit. Families with 2 children in college would be eligible to claim up to 2 \$1,500 credits. Or, if a husband and wife are both attending a community college, each can claim up to a \$1,500 credit.

Students must be enrolled at least half-time for a portion of the taxable year. The credit phases out for single tax payers with adjusted gross income between \$40,000 and \$50,000, and for joint filers with adjusted gross incomes between \$80,000 and \$100,000. Married couples must file jointly to qualify for credit.

This credit is available for expenses paid after December 31, 1997.

For more information, contact Financial Aid Services.

Non-Payment

A student who fails to meet financial obligations to CCC may be dropped from classes and will be barred from future enrollment until debts are settled.

Out-of-County Fees

No student is required to pay additional out-of-county fees or tuition; however, residents of Arizona counties which do not have established community college districts are required to complete an Out-of-County Affidavit. The counties are Apache, Gila, Greenlee, and Santa Cruz. Affidavits are available from Admissions and Records.

Returned Checks

Any check returned by the bank will result in the assessment of a \$25 processing fee to the individual making payment. A student who pays for registration or any other College obligation with a returned check may be subject to legal action and/or the cancellation of registration. The College reserves the right to refuse credit cards or checks for any transaction. Paying for the use of other College services by personal checks may be disallowed for any individual who has a check returned by the bank. If any payment tendered is unauthorized, incomplete, or received after the due date, registration fees will be considered as unpaid and the student will be dropped from all classes.

Tuition and Payment

Tuition costs are summarized in the appropriate *Schedule of Classes*. Tuition does not include additional charges for class fees, books or supplies. To complete advance registration, tuition must be paid (or financial aid arrangements completed) by the payment deadline for advance registrants. To register for classes at any other registration period, payment or financial aid arrangements must be made at the time of registration.

Withholding Student Records

Coconino Community College may deny enrollment, official transcripts, degrees, and/or certificates to students with outstanding obligations of the College relating to fees, College equipment or materials, or any other obligation. Failure to respond to notifications regarding outstanding obligations may result in the withholding of student records and involuntary withdrawal from the College.

Refund Policy

A refund of tuition is made only to students who follow official withdrawal procedures. A withdrawal is not official until cleared through Financial Aid Services and processed by Admissions and Records. Note that the refund information below differs for full semester classes and shorter classes.

Semester

Tuition paid will be refunded to students officially withdrawn from **full semester** classes prior to the 10th business day of the semester based on the following schedule:

- 100% of tuition and fees minus registration fees on or before the last business day prior to the beginning date of the semester.
- 100% of tuition and fees minus registration fees and minus a \$10 processing fee from the 1st through the 5th business day of the semester.
- 50% of tuition and fees minus registration fees and minus a \$10 processing fee from the 6th through the 10th business day of the semester.
- No refund on or after the 11th business day of the semester.

Note—Business days are defined as Monday through Friday, excepting official holidays. See the semester calendar in the Schedule of Classes for actual published dates. The date used to calculate the refund is the date of official withdrawal.

Summer Session

Tuition will be refunded to students officially withdrawn from **summer session** classes based on the following schedule:

- 100% of tuition paid and fees minus registration fees prior to the beginning date of the session.
- 100% of tuition paid and fees minus registration fees and minus a \$10.00 processing fee, from the beginning date of the session through the first business day of the second week of the session.
- No refund on or after the 2nd business day of the second week of the session.

Short Courses

Tuition will be refunded to students officially withdrawn from **short courses** (those meeting less than a full semester) based on the following schedule:

- 100% of tuition paid and class fees prior to the beginning date of class.
- No refund on or after the beginning date of the class.

This restricted refund schedule for **short courses** is necessary due to the limited period of class time.

Note—Refund processing will not begin until after the end of the add/drop period.

Exceptions to Refund Policy

In the event that circumstances arise not covered by this policy, students may appeal a refund decision in writing to the Business Office. The following exceptions may be petitioned:

- **Refunds for Serious Illness**
A pro rata refund will be made to a student suffering from a serious illness that necessitates a withdrawal from all classes as long as the request is made prior to the end of the semester in which the illness occurs. The student must produce a verifiable doctor's statement certifying that the illness prevents the student from attending all classes.

- **Refunds for Death of Student or Student's Spouse, Parent, or Child**
A refund will be made to the student or the student's estate in the event of death of the student or student's spouse, parent, or child that results in a withdrawal from all of the student's classes. Refund request must be made prior to the end of the semester in which the death occurs. The student or student's family must produce a death certificate or newspaper Obituary Notice with proof of relationship (i.e., Birth Certificate, Marriage License, etc.).
- **Refunds for Military Service**
A student belonging to the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station will be allowed to withdraw and receive a 100% refund of tuition and fees provided the course has not been completed for which a refund is requested. The student must provide a copy of the military orders within 6 months of the student's withdrawal.

Refund Policy for Financial Aid Recipients

When a student withdraws from all classes, the College will refund the difference between any amount paid toward institutional charges and the amount of institutional charges earned for the period of the student's attendance.

The date used to calculate the refund is determined as follows:

- In the case of a student who officially withdraws, the student's withdrawal date is either the date the student notifies the College of his or her intent to withdraw or the date of withdrawal specified by the student, which ever is later; **or**
- In the case of an unofficial withdrawal, the withdrawal date is the last recorded date of class attendance, as documented by the instructor.

Calculating Refunds

The procedure that CCC follows in calculating refunds when a student withdraws is prescribed by federal regulations.

1. Pro rata refund policy calculation for first time CCC students (never taken a class from CCC):
The pro rata refund calculation for any financial aid student attending the College for the first time whose withdrawal date is on or before the 60 % point in time in the period of enrollment for which the student has been charged (10th week of the semester).
2. Federal refund policy calculation for all other financial aid recipients:
The College must calculate a Federal Refund Policy refund, compare it with the refund calculated under the College's refund policy, and issue the larger of the 2 refunds. The Federal Refund Policy mandates the percentage of institutional charges that must be refunded as follows:
 - Withdrawal up to 1 week before or on the first day of class — 100% refund of institutional charges (less an administrative fee of the lesser of \$100 or 5% of institutional charges).

- Withdrawal from the first day of class through the first 10% of the enrollment period (1st week): 90% refund of institutional charges (less an administrative fee of the lesser of \$100 or 5% of institutional charges).
- Withdrawal from after the first 10% of the enrollment period through the first 25% of the enrollment period (2nd through 4th week): 50% refund of institutional charges (less an administrative fee of the lesser of \$100 or 5% of institutional charges).
- Withdrawal from after the first 25% of the enrollment period through the first 50% of the enrollment period (5th week through 8th week): 25% refund of institutional charges (less an administrative fee of the lesser of \$100 or 5% of institutional charges).

Refunds for students receiving federal financial assistance are subject to federal guidelines as indicated above.

The amount to be refunded will not exceed the original amount awarded to the student from each particular program. No portion of refund is returned to the Federal Work Study Program (FWS). The amount of the refund will be allocated to the financial aid programs in

the following priority: Federal Pell Grant (FPell Grant), Federal Supplemental Educational Opportunity Grants (FSEOG), Leveraging Educational Assistance Partnership (LEAP) formerly known as SSIG, and student.

Refund processing will not begin until after the add/drop period.

All refunds that may be due a student will first be applied to debts owed the College.

Timing of Refund Refunds will be mailed to the student's last known address unless prior arrangements have been made with the Business Office. It is the student's responsibility to notify the College of any change in address by completing a *Change of Address* form and submitting it to Admissions and Records.

Canceled Classes

In the event a class is canceled by the College, a 100% refund of tuition and fees will be issued. The refund due the student will be processed after the add/drop period and will be mailed to the student's last known address unless prior arrangements have been made with the Business Office.

Financial Aid

Coconino Community College offers a variety of financial aid to full- and part-time students. The types of financial support available include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), and Leveraging Educational Assistance Partnership (LEAP), formerly known as the State Student Incentive Grant (SSIG) Program, campus employment, and scholarships. The College uses the Free Application for Federal Student Aid (FAFSA) as its application for all federal financial aid programs. A separate application is required for scholarships. Complete information concerning these programs and necessary applications for scholarships and grants is available through Financial Aid Services.

CCC does not offer any federal loan programs (Federal Direct, Federal Perkins, Federal Stafford Loans).

General Eligibility Requirements for Federal Financial Aid

To be eligible for federal financial assistance, a student must:

1. Have a high school diploma or its equivalent (GED). A copy of the diploma must be on file with Admissions and Records.
2. Be enrolled in and pursuing a degree or certificate program. Transfer students must have official academic transcripts on file with Admissions and Records. The student must request the Admissions and Records office to evaluate the transcripts. Financial aid will not be awarded until this is completed.

3. Demonstrate financial need. Need is the difference between the cost of education and what the parent(s) and/or student are expected to contribute.
4. Be making satisfactory academic progress. For more information, see the Satisfactory Academic Progress policy.
5. Meet one of the following citizenship requirements:
 - ◆ U.S. citizen
 - ◆ U.S. national
 - ◆ U.S. permanent resident who has an Alien Registration Receipt Card (I-151 or I-551)
 - ◆ If you are not in one of the above categories, you must have one of the following documents from the U.S. Immigration and Naturalization Service:
 - An I-94 with one of the following endorsements: "refugee," "asylum granted," "indefinite or humanitarian parole," or "Cuban-Haitian entrant."
 - A temporary residency card (I-668).
 - Students from the Marshall Islands, the Republic of Palau, and the Federated States of Micronesia should consult with Financial Aid Services concerning their eligibility for federal student aid.
 - Students attending school only on an F1 or F2 student visa, a J1 or J2 exchange visitor visa or a G series visa are not eligible for federal financial aid.
6. Have a social security number.
7. Be registered with Selective Service, if required.

Financial Aid Application Process

Federal regulations require the submission of a number of documents by students applying for financial aid. In most instances, the documents listed below will constitute a complete file; however, any additional documentation requested by Financial Aid Services must be submitted before a file will be considered complete.

A Free Application for Federal Student Aid (FAFSA)

This no-cost need-analysis form provides the information necessary for any federal financial aid award. There are 4 different ways to complete this form. Choose one of the following ways to complete the form:

1. Electronic Application Process

Schedule an appointment with Financial Aid Services. Before your appointment, you need to obtain a FAFSA, a Verification Worksheet, and a *Post-secondary History* form. At your appointment, you will need to provide the following documents:

- a. Signed and completed FAFSA.
- b. Signed copies of the previous year's federal tax return for you, your parent(s), and/or your spouse, if applicable.
- c. Copies of previous year's W-2's for you, your parent(s), and/or your spouse, if applicable.
- d. Signed Verification Worksheet.

2. Paper Application Process

Obtain a FAFSA, complete, and mail to the Federal Processor. CCC's institutional ID number is 031004. This process can take as long as 6 to 8 weeks and possibly longer if information changes during the process. The information provided on the FAFSA is sent to CCC electronically; you will receive the results at approximately the same time. If required, additional documents will be requested by Financial Aid Services when the electronic data is received.

3. Renewal Application

If you applied for federal financial aid in the previous academic year, you will receive a Renewal Application in the mail. Update the Renewal Application with current financial information and mail to the Federal Processor. This process can take as long as the Paper Application Process. The information provided on the Renewal Application is sent to CCC electronically; you will receive the results at approximately the same time. Additional documents may be requested from you by Financial Aid Services when the electronic data is received.

4. Internet Application Process

You may complete the *FAFSA on the Web* at www.fafsa.ed.gov. You will need a computer that has access to the internet and that is attached to a printer. For additional information or technical assistance about the FAFSA on the web, contact FAFSA's customer service at 1-800-801-0576.

In addition to completing the FAFSA in 1 of the 4 ways mentioned above, all students will need to submit the following documents to Financial Aid Services to have a complete file:

1. Statement of Educational Purpose

This form is available from Financial Aid Services. It is a statement that all aid applicants must sign, affirming that the student:

- ◆ will use his/her financial assistance for educational purposes;
- ◆ is not in default on any Title IV loan or owes a refund on any Title IV grant; and
- ◆ authorizes the College to use his/her Federal Pell Grant and any other financial assistance to pay tuition and fees and any other College charges.

2. *Post-secondary History Form*

This form requests the student to list all post secondary schools previously attended.

3. Financial Aid Transcript(s)

Financial Aid Transcripts are required of all students who have previously attended other post-secondary schools regardless of whether aid was received. All institutions are required to send Financial Aid Transcripts to Financial Aid Services upon the student's request at no charge.

Verification

If the student is selected for Verification by the Federal Processor or file electronically, the student will be required to submit the following in addition to the documents listed above:

- Verification Worksheet with required signatures (if the student is dependent, parent signature(s) are required; if the student is married, a spouse's signature is required)
- Copies of signed federal tax returns of the student, and if the student is dependent, the student's parents (copies of W-2's may be requested)
- Other documents requested by Financial Aid Services to resolve conflicting or questionable information.

Financial Aid Student Rights and Responsibilities

Student Rights

The student has a right to:

- Know which financial aid programs are available at the College.
- Know the deadlines for submitting applications for each of the programs available.
- Know how financial need is determined. This includes cost for tuition, room and board, travel, books and supplies, and personal and miscellaneous expenses considered in your budget.
- Know how the refund and repayment policies of the College work.
- Know how Financial Aid Services monitors satisfactory academic progress and the consequences of failing to maintain satisfactory academic progress.

Student Responsibilities

The student has the responsibility to:

- Keep his/her address current with Admissions and Records and Financial Aid Services.
- Complete all applications accurately and submit them on time to the right place.
- Provide correct information. In most instances, misreporting information on financial aid application forms is a felony offense under federal law.
- Submit all additional documentation, verification, corrections, and information requested by the College.
- Read, understand, and keep a copy of all forms that the student signs.
- Accept responsibility for all agreements that the student signs.
- Make satisfactory academic progress toward a degree.
- Notify Financial Aid Services of any changes in his/her financial situation, the number of family members attending college, or household size.

Satisfactory Progress Policy for Financial Aid Recipients

It is the student's responsibility to meet and maintain satisfactory progress while earning a degree or certificate. This policy applies to students receiving federal and state financial aid and should not be confused with the College's Academic Progress policy. The Satisfactory Progress policy includes 3 elements:

1. Minimum grade point average (GPA);
2. Maximum number of credit hours after which a degree/certificate must be granted;
3. Minimum number of credit hours completed per semester or academic year.

These 3 standards measure both qualitative and quantitative progress. Students will be ineligible for federal and state financial aid if these standards are not met. Student progress will be reviewed each semester to determine eligibility for federal and state financial aid for the upcoming semester/academic year and/or summer session. The academic year begins with Fall semester and continues through Spring. Students who have completed a sufficient number of credit hours within the academic year are eligible to receive federal and state financial aid for the summer session. Students who have not completed the required number of credit hours for which they were funded will be placed on probation for the next semester. Students who receive Title IV funds on a probationary basis must meet the stated probation requirements or their eligibility will be suspended.

Qualitative Standards

Students receiving Title IV funds must maintain a cumulative grade point average of 2.00 or higher.

Foundation Courses

A maximum of 30 credit hours of foundation classes may be counted towards a student's "Minimum Credit Hour per Academic Year" requirement; however, the credit hours for foundation classes will not be charged against the total maximum credit hours allowed. The exact number of allowable foundation credit hours will be determined by the student's academic skill assessment results.

Continuance of Eligibility

Student records are reviewed at the end of each semester for compliance with the 3 Satisfactory Progress elements: minimum cumulative GPA, maximum number of credit hours earned, and minimum number of credit hours completed per academic year. Students who meet all 3 of these standards are eligible for further federal and state financial aid consideration for the following academic year.

Students receiving Title IV funds who have 40 or more credit hours (both transfer and CCC) will be required to submit a Student Education Plan (SEP), prepared with the help of an academic advisor, to Financial Aid Services. The student will receive funding for only those courses required to complete degree requirements and as outlined in the SEP to complete degree requirements and as outlined in the SEP.

Quantitative Standards

Maximum Number of Credit Hours

The maximum time frame for completion of a degree or certificate is measured by the total number of credit hours a student earns. This includes transfer hours and all semesters of enrollment (including summer session) and applies to each degree or certificate pursued whether or not financial aid was received. Once the maximum number of hours is completed, the federal financial aid eligibility ends.

Program	Maximum credit hours
Intermediate Certificate (1-24)	30 credit hours
Advanced Certificate (1-45)	48 credit hours
Associate of Arts (60-65)	80 credit hours
Associate of Applied Science (60-65)	80 credit hours
Associate of Science (60-65)	80 credit hours
Associate of General Studies (60)	80 credit hours

Minimum Number of Credit Hours per Academic Year

Students receiving Title IV funds are expected to complete at least 80% of the semester credit hours enrolled as outlined in the following chart:

Credit hours load	80% Minimum completion each semester
Full time based on 12 credit hours	10 credit hours
3/4 time based on 9 credit hours	7 credit hours
1/2 time based on 6 credit hours	5 credit hours

Students enrolled for 5 or fewer hours must complete the number of hours funded (i.e., if a student is funded for 1 credit hour, the student must complete the 1 credit hour).

The following grades do not count toward the "Minimum Credit Hours per Academic Year" requirement: **W, I, AU, U, and NCR**. Repeated courses and "IP" grades will be treated in accordance with established College policy.

Failure to Maintain Satisfactory Progress

Students who fail to meet the minimum cumulative GPA must use their own financial resources (unless an appeal is approved for a probationary semester) and attend 1 semester/summer session earning at least 6 credit hours at CCC to raise their cumulative GPA. Transfer grades are not calculated into the GPA.

- Students who fail to complete the required minimum number of credit hours for which they were funded will be placed on probation the following semester.
- Students who have exceeded the established maximum credit hours will be required to submit an appeal and have eligibility status determined on an individual basis. Until a determination is made on the appeal, the student will be ineligible to receive federal financial aid funds.
- Students who have been placed on financial aid probation must meet the conditions of the appeal or attain academic good standing by the end of the semester or eligibility will be suspended. Suspended students will not be eligible to receive funds until such time as academic good standing is attained. Students in this category will be required to appeal in order to be reevaluated to have eligibility reinstated.
- Students who are placed on academic probation will automatically be placed on financial aid probation.
- Students who are placed on academic suspension will automatically be placed on financial aid suspension.

Right to Appeal

In order to receive funds during the probationary period, students must submit a Satisfactory Academic Progress Appeal Form with supporting documentation to Financial Aid Services. Satisfactory progress appeals may fall into 1 of 3 categories:

1. Withdrawals/Waiver of a Semester

Students who have not completed the necessary number of credit hours for federal funding because the student withdrew from the semester may appeal to have the semester waived under circumstances such as illness, death in the family, serious personal problems, etc. The following supporting documentation is required: letter from attending physician, counselor, medicine man/woman, hand trembler/shakers, etc., addressing the specific problem, dates student was unable to attend school, and a comment on their current condition and ability to complete course work in the future.

2. Probation Extension (1 semester only)

Students who have failed to earn the minimum number of credit hours during a probationary semester

for which the student was funded may appeal to receive federal funding for the following semester if extenuating circumstances have prevented completion of the minimum number of credit hours. The following supporting documentation is required: letter from attending physician, counselor, medicine man/woman, hand trembler/shakers, etc., addressing the specific problem, dates student was unable to attend school, and a comment on the student's current condition and ability to complete course work in the future.

3. Maximum Credit Hour Extension

Students may appeal for an extension of the maximum hour limit if extenuating circumstances have prevented completion of a degree in a timely fashion: transfer hours that did not apply to their CCC major, change in major, dual major, extenuating circumstances have interfered with the completion of course work, etc. The following supporting documentation is required: letter from advisor supporting student's circumstance and Student Education Plan (SEP). Students must provide Financial Aid Services with a copy of the proposed schedule of classes each subsequent semester before their financial aid will be processed. Students will receive funding only for those classes listed on the SEP.

Appeals that fall outside the scope of these 3 categories will be evaluated on an individual basis by the Director for Financial Assistance.

Students who have conditions set forth in the appeal approval and do not meet these conditions will be suspended from financial aid and must complete a minimum of half-time status using their own resources to regain eligibility **or** may submit a new appeal.

Satisfactory Academic Progress (SAP) Appeals Committee

A student may appeal the decision of the Director for Financial Assistance by submitting a written request to have his/her appeal forwarded to the SAP Appeals Committee. The composition of the SAP Appeals Committee will be the following: Registrar/Director for Admissions, 1 Advisor, 1 Faculty, and 1 Student Services representative; the Director for Financial Assistance will serve in an ex-officio capacity. In this written request, the student must attach any additional documentation to support his/her appeal.

Financial Aid Services staff will schedule a SAP Appeals Committee meeting to review any appeals submitted. The student will have the option of being in attendance and will be scheduled for a specific time if he/she chooses to be in attendance. The Committee may either uphold, reverse, or modify the decision of the Director for Financial Assistance. The decision of the Committee will be final, and Financial Aid Services will notify the student in writing within 10 days of the Committee's decision.

Effects of Consortium Credits on Satisfactory Progress

If a student has a consortium agreement between CCC and another institution in which CCC is the parent institution, credits earned at the non-parent institution will count as though they were earned at CCC and will count towards Satisfactory Academic Progress requirements.

Repayment Policy

When a student who has received financial aid withdraws from the College before midterm (usually the 45th day), federal regulations require repayment of a portion of those financial aid funds. The amount to be repaid will be prorated based on the number of days elapsed since the first day of classes and the total amount of financial aid disbursed (less tuition and class fees). The amount to be repaid will not exceed the original amount awarded to the student from each particular program. The amount to be repaid will be not exceed the original amount awarded to the student from each particular program. The amount to be repaid

will be allocated to the financial aid programs in the following priority: FPell Grant, FSEOG, SSID.

Students may be required to repay in cash to the College portions of financial aid funds which were awarded to cover non-institutional expenses. The College will subtract from the funds disbursed to the student for non-institution costs the non-institutional expenses incurred by the student for the period of enrollment. Non-institutional educational costs may include, but are not limited to, room and board, books and supplies, transportation, and miscellaneous expenses.

The date used to calculate the repayment is the same used to determine whether a refund is due. Student employment (including Federal Work Study) is not considered in determining the amount disbursed to the student. The amount determined under the repayment formula approved by the Department of Education is then allocated to the financial aid programs in the following priority: FPell Grant, FSEOG, LEAP.

Veterans' Educational Benefits

Coconino Community College is approved to train students under government educational programs for veterans and eligible dependents of deceased or disabled veterans. Eligible students and those who wish to determine their future eligibility should apply through Financial Aid Services.

It is recommended for Veterans making an initial application for their benefits to submit a certified copy of their DD 214 (member 4 copy). Eligible dependents making an initial application under Chapter 35 must provide their parent's or spouse's VA claim number.

Students planning to attend the College under the VA vocational rehabilitation program should contact their vocational rehabilitation specialists before registration. This contact may be made through Financial Aid Services. Additional services to be offered by Financial Aid Services include application for all VA benefits, professional educational counseling, tutorial assistance, and referral services.

Veterans' Admission

By Arizona statute, no failing grades received by a veteran at an Arizona university or community college prior to military service may be considered when determining admissibility. This exception applies only to veterans who were honorably discharged, have served in the U.S. Armed Forces for a minimum of 2 years, and have previously enrolled at a university or community college in Arizona.

All veterans must be declare a major and list their educational goal as degree/certificate (DC) or degree to transfer out (DT). They must also submit Official Academic Transcripts from all previous schools attended by the end of their first semester of attendance. They must also request those transcript to be evaluated by Admission and Records.

Proper advising and course planning are strongly encouraged. Veterans and their dependents are not allowed to enroll in course repeats, course audits, or independent study courses without prior approval by Financial Aid Services.

Students admitted or readmitted to the College under this statute are subject to academic standards, graduation, and other academic regulations in this catalog.

Veterans' Retention

All veterans and dependents of veterans must successfully complete 60 % of their coursework with the individual grades and cumulative grade point average required by the College to continue toward graduation. If less than 60 % of the coursework is completed, or if the grade point average falls below that required by the academic probation, suspension, or dismissal policy, veterans or veterans' dependents will be placed on probation the following semester. If individual grades and the cumulative grade point average are not maintained during that semester, the veteran or veterans' dependents will be suspended or terminated from their educational allowances effective the ending date of the semester, and notice will be sent to the VA regional office within 30 days following.

When the progress or status of a veteran is changed, a notice will be sent by the College to the VA regional office, within 30 days following the date of the change or the last day of attendance.

Attendance

Veterans and veterans' dependents are paid to attend and complete coursework. Attendance records are maintained by all faculty. If at any time Financial Aid Services is notified that a veteran's attendance is inconsistent with College standards, benefits may be reduced accordingly and the VA regional office notified. In some cases, the veteran may be dropped for nonattendance. See *Academic Procedures* for more information.

Academic Procedures



Attendance

Because attendance is essential to academic success, CCC students are expected to attend regularly and punctually all classes in which they are enrolled. Attendance requirements must be published in the course syllabus distributed to students.

All students are required to attend the first class session of each course in which they are enrolled. Failure to do so or to notify the instructor prior to the class session of an inability to attend may result in the student being dropped from the class by the instructor.

Instructors may drop a student whose unexcused absences exceed the equivalent of 1 week of class of a regular full semester; instructors should drop a student whose unexcused absences exceed the equivalent of 2 weeks of class of a regular full semester; instructors must drop a student whose unexcused absences exceed the equivalent of 3 weeks of class of a regular full semester. These need not be consecutive absences. Instructors may grant excused absences at their discretion. At the instructor's option, tardiness may accumulate as unexcused absences with each tardy counting not more than 1 class hour.

After the midpoint of the instructional period, instructors may drop a student for excessive absences with a "W" grade. Students may drop a class until the deadline published in the appropriate academic calendar as published in the appropriate Schedule of Classes. After that date, students who prefer to be dropped with a "W" grade rather than receiving the grade earned must request this from the instructor. Otherwise, they may receive a grade of "F" for the course. No student may drop a class during the last 2 weeks of a regular full semester.

If a short course is dropped once the class has begun, a "W" (withdrawal) will be recorded on the student transcript. Written petitions for exception to this procedure may be presented to the Registrar/Director for Admissions or designee for action. The instructor may drop students for nonattendance at the first class session or for unexcused absences.

Instructors may establish a more stringent attendance policy. Instructors are under no obligation to make special arrangements for students who have missed class assignments due to unexcused absences. Students are responsible for notifying their instructors in advance of any planned absences and for completing all class assignments as required.

Audit

A student wishing exposure to a class may elect to audit the course. The decision to audit, or to change from an audit to A-F (letter grade) or S/U status, must be made no later than the last day to add classes (as published in the *Schedule of Classes*). Regular attendance at all class

meetings is the responsibility of the student, but writing assignments and examinations are not mandatory. Courses audited carry no credit toward the grade point average, toward graduation, or toward meeting professional requirements. An audited course will not satisfy the prerequisite for a course in which the student wants a letter grade. Audited credit hours do not count toward determining eligibility for Financial Aid purposes. Audited classes may be repeated for credit. Once a student registers for and completes a class as an auditor, the audit on the permanent record may not be changed to a credit-earning grade.

Class Cancellation Due To Inclement Weather

Should CCC need to cancel classes due to inclement weather, the media will be so informed. Please listen to local radio and television stations for announcements. If the **public schools** cancel classes due to inclement weather, CCC classes **held at those schools** will not meet. If CCC cancels classes and NAU does not, CCC classes scheduled to meet at NAU will meet as scheduled. The cancellation of CCC classes will only affect those areas receiving the inclement weather, and areas affected will be identified in the media announcements.

Class Orientation

At the beginning of each credit course, instructors will give each student a written course syllabus which includes attendance requirements, an assignment schedule, a formal evaluation plan, a semester calendar, grading criteria for the course, and other pertinent information. A formal evaluation plan may not be required in a credit free course.

Course Prerequisites

Prerequisites are listed below the class in the *Schedule of Classes* and in the course descriptions in the catalog. A prerequisite may be an appropriate placement test score, a class or classes which precede the class in question, skills, or consent of instructor. **A course taken to satisfy a prerequisite must be completed with a grade of "C" or better.** A student will not be allowed to enroll in a course which requires a prerequisite unless he/she has presented evidence of having satisfied that prerequisite. Evidence includes CCC mathematics or English placement test scores, appropriate ACT/SAT scores, a copy of transcripts or a grade report showing completion of an appropriate prerequisite course, or consent of instructor. Students seeking to prove prerequisites with evidence such as transcripts, grade reports, or score reports, must submit their evidence in person or with their mail-in registration. An audited course will not satisfy the prerequisite for a course in which the student wants a letter grade. The College reserves the right to require official transcripts or other documents if the evidence presented by the student does not clearly prove that course prerequisites have been met. Students who completed prerequisite classes or tests more than 5 years prior to the semester in which prerequisite proof is required must take CCC mathematics and English placement tests.

Final Examinations

Final examinations or suitable evaluations are required in all credit classes. **Under no circumstances should a student make employment, travel, or personal plans which conflict with examination periods.** In

extenuating circumstances, a student may be excused from a final examination or take a final examination at an unscheduled time with written permission from the instructor.

Grading

The Coconino Community College grading system is as follows:

Letters	Grades	Grade Points/Credit Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Unsatisfactory	1
F	Failure	0
I	Incomplete	Not computed in GPA
W	Withdrawal	Not computed in GPA
Au	Audit (no credit)	Not computed in GPA
S ¹	Satisfactory	Not computed in GPA
U ¹	Unsatisfactory	Not computed in GPA
IP ¹	In Progress Grade	Not computed in GPA

¹ These grades are used for approved courses only.

To calculate your GPA:

1. Multiply the number of credit hours earned in each class by the points assigned to the letter grade.
2. Add the points of all classes.
3. Divide by the total number of credits.

Example

Course #	Course Title	Grade	Credit	Grade Points/letter	Total Grade Points
ENG 101	College Composition I	A	3	x 4	12
FRE 101	Beginning French I	B	4	x 3	12
Total			7 cr.		24 grade points

Your GPA = Grade Points / Credits = 24/7 = 3.4 GPA

Grade Appeals and Other Course Requirement Decisions

Students may appeal a grade or other decision pertinent to completion of course requirements through administrative procedures. These procedures will be determined by the College President after consultation with faculty and administrators.

Students may appeal a grade or other decision affecting completion of course requirements as follows:

- Students must represent themselves in the appeal process, i.e., third parties will not be permitted to represent students
- Potential intervention by third parties or examination of educational records is subject to interpretation by the Family Educational Rights and Privacy Act of 1974 as amended. Questions or clarification regarding educational records should be directed to Admissions and Records.
- Students must first appeal through informal procedures before initiating formal procedures. Formal procedures may be initiated only for final course grades.

Timelines for Appeal

Students who fail to initiate an appeal within the timelines defined below forfeit their right to appeal:

- Non-final grades and other decisions within 20 business days from the date the grade was assigned or other decision made, or 20 business days from the date the student learned of the assigned grade or decision.
- Final course grades within 6 months following course completion.

Methods for Appeal

Appeal customarily begins (and often ends) with a discussion between the student and the instructor, leading to a mutually satisfactory understanding. If such understanding is not reached, or in the event the instructor and the student are unable to meet to discuss the reason(s) for the appeal, the student may then appeal to the responsible Extension Site Coordinator, Division Chair or appropriate dean.

The Extension Site Coordinator, Division Chair, or appropriate dean will review the student's appeal and

decide whether the grade or other decision will stand or be altered. The investigation may include a conference of involved persons, such as the faculty member, faculty peer(s), the student, department and division chair, campus dean, and others who may provide relevant information. The decision must be communicated to the student and the instructor, verbally or in writing, within 20 business days of the appeal.

Formal Procedures

If the student is dissatisfied with the decision, he/she may further appeal to the Vice President for Educational Services. Such appeal must be made *in writing* within 20 business days of the date the supervisor notified the student of the decision and must describe the following:

- The nature of the appeal, specifying the grade, relevant conditions about the issue, and any descriptive evidence of major significance.
- The reasons for the appeal, including any evidence which supports the student's belief that the grade was unfairly or incorrectly assigned, unsubstantiated by evidence, inaccurate, or otherwise unreasonable.
- A solution acceptable to the student.

The Vice President for Educational Services will conduct a review of the formal appeal as presented by the student. The nature and activities of the review will be determined by the Vice President for Educational Services. The review must be completed within 20 business days of the date the Vice President for Educational Services received the student's written appeal.

After the review, the Vice President for Educational Services will render a decision which may confirm or alter the final course grade. The decision of the Vice President for Educational Services is considered final.

If the instructor is unable to participate in the appeals process, the Vice President for Educational Services in conjunction with the instructor's supervisor, has the authority to alter the final course grade if evidence substantiates the change.

Incomplete Grades

A grade of "I" may be requested by a student only at the end of a semester in which the student has done the following:

- Averaged a grade of "C" or better in at least 80% of the work required for the course;
- Presented a case documenting circumstances which prevent completion of the course requirements by the end of that semester;
- Entered into the Contract for Incomplete Grade with the instructor.

All contracts must be reviewed and approved by the Extension Site Coordinator, Division Chair, or appropriate dean. It is the exclusive responsibility of the student receiving a grade of "I" to contact the instructor and complete the course. A Contract for Incomplete Grade will not exceed 1 semester following its approval.

"I" grades issued during a summer session must be completed by the end of the following Fall semester. Upon completion of coursework outlined in the contract, the instructor will initiate a *Change of Grade* form. If the instructor is no longer available, the student should contact the Extension Site Coordinator, Division Chair, or appropriate dean. If the work required is not completed the semester following the approval of the contract, the grade specified on the contract will be posted to the student's permanent record.

In-Progress Grade

In cases where circumstances warrant, the instructor may assign an "IP" grade. An "IP" grade is not to be used in place of an "I" grade. The "IP" grade is used where it is known at the time of registration that class completion will require work in excess of a single semester or session. A written "IP" grade contract should be completed by the instructor and the student. The contract must have definite starting and ending times. The "IP" contract must be approved in advance by the Extension Site Coordinator, Division Chair, or appropriate dean. Once the contract is successfully completed, the "IP" grade will be changed to a letter grade assigned by the supervising faculty.

Continuing Education Units

Continuing Education Units (CEU's) may be awarded for participation in individual and professional development courses, workshops and seminars. 1 CEU represents 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction as approved by the Vice President for Educational Services. CEU's provide students with a standard of measurement to quantify their education experience. CEU's also provide recognition of one's efforts to broaden his or her knowledge, skills and experiences by establishing a permanent record of educational history.

Credit Free Courses

The College offers credit free courses periodically. A credit free course or credit free workshop carries its own fee, and the class time invested cannot, under any circumstances, be converted to credit. For information concerning credit free courses or workshop offerings, refer to the *Schedule of Classes*.

Repeating Courses

Credit courses at CCC will only be counted once toward fulfilling the credit requirements for any degree or certificate.

Students may repeat up to 4 times:

- Courses for credit in the case of music and dance performance, art studio, physical health and wellness, creative writing, and foundation courses needed to raise skill levels necessary for success in college level work;

Students may repeat a course as necessary:

- in order to acquire certification;

- in order to update knowledge and/or skills due to periodic content changes (e.g., Tax Preparation);
- for retraining in or upgrading of job related skills;

Students may repeat, but not receive duplicate credit for:

- a course 1 time in order to improve a grade of C or better;
- a course 2 times for which the previous grade(s) received was "F," "D," or "U."

Only the higher or most recent of the repeated course grade(s) will be used in computing the grade point average. All grades will be posted on the permanent record and transcript. A student may be allowed to repeat a course beyond the limit with recommendation from the appropriate Extension Site Coordinator, Division Chair, or appropriate dean, and approval of the Vice President for Educational Services.

Repeating In Violation of Policy

A student found to be repeating a course in violation of this policy will have registration for the course canceled, without refund of tuition and fees. Such cancellation may occur at the time of registration or whenever a College official becomes aware of the violation.

Satisfactory/Unsatisfactory Grades

If a course description in the College Catalog indicates a course may be taken for an "S/U" grade, the student may elect the S/U option. This must be done in writing, with the consent of the instructor, no later than the deadline to add classes as published in the appropriate *Schedule of Classes*. The deadline to add classes is also the deadline to change from an S/U to A-F or audit status. Students electing the S/U option should be aware that:

- Once awarded, the "S" or "U" grade may not be changed to a letter grade.
- The "S" grade is equivalent to a grade of "C" or better; however, neither the "S" nor the "U" grade is calculated in the grade point average.
- The "S" grade may carry credit toward graduation or toward meeting professional requirements.
- The "S" grade shows on the transcripts as credit hours earned for the semester and will be used toward meeting the credit hours required of a full-time student and toward determining Financial Aid eligibility.
- The "U" grade shows on the transcript but not as credits earned for the semester; therefore, the "U" grade does not count toward meeting the hours required of a full-time student or toward determining Financial Aid eligibility.
- Courses taken for S/U credit for which a grade of "S" is earned will satisfy prerequisites.

Special Topics Course — 298

Basic Guidelines

Special Topics courses are intended:

1. to allow students opportunities for academic learning beyond what the college provides in its regular curriculum.
2. to allow students to design a special academic course to meet a special need that the college does not otherwise meet. Usually this study will be more advanced or specialized than the regular 2-year college curriculum, and can be taken only after a student has completed the introductory courses in the discipline of interest.

Special Topics courses are *not* intended for:

1. transfer to a university, 4-year, or 2-year college.
2. credit for prior experience or learning.
3. developmental studies or non-college credit activities
4. cooperative job placements, work study, internships or similar activities if the course activity is part of routine job responsibilities and the work is not directly supervised by a faculty member.
5. individualized study of a course in the college catalog. Special Topics courses are studies outside our catalog offering. (Independent Study allows students in special cases to take a course from our college catalog individually.)

Rules/limits/deadlines

1. A student may register for up to 6 credit hours of Special Topics courses each semester or summer session.
2. A limited number of credits earned in Special Topics courses may count toward meeting graduation requirements. See *Graduation Procedures* for more information.

Enrolling in a Special Topics Course

To enroll in a Special Topics course, the student must:

1. decide on a Special Topic.
2. see an advisor.
3. complete a proposal for Special Topics courses. See *Student Proposal Guidelines* for more information.
4. identify a faculty member who has knowledge/expertise in the area to be studied. The student must complete the contract form and send it with the faculty signature, along with the proposal, to the Division Chair or appropriate dean for approval.

Student Proposal Guidelines

The proposal provided to faculty members should include a detailed description of the project and the following information:

1. the area of subject the student intends to study.
2. the method of study the student proposes to use.
3. an explanation of why the student is interested in proposing this course.
4. a description of the course objectives (e.g. What does the student hope to learn by taking this course?)
5. a time line for the completion of the course.

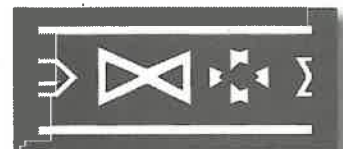
Withdrawal from Class

The terms "withdrawal" and "drop" refer to actions which terminate the student's class enrollment. If a drop occurs prior to, or on, the 45th calendar day of a regular full semester, no record will appear on the student's transcript. However, a student who drops a class on the 46th calendar day of a regular full semester or later will be assigned a "W" (withdrawal) on the student transcript. A student may also be dropped (assigned a "W") by the instructor for nonattendance.

If a short course is dropped once the class has begun, a "W" (withdrawal) will be recorded on the student transcript. Written petitions for exception to this procedure may be presented to the Registrar/Director for Admissions or designee for action.

A student who withdraws or is withdrawn from all classes is required to process the withdrawal through Financial Aid Services and Admissions and Records.

Academic Standards



Academic Integrity

Honesty in academic work is a central element of the learning environment. The presentation of another individual's work as one's own or the act of seeking unfair academic advantage through cheating are violations of the College's Student Code of Conduct. The general descriptions below emphasize those boundaries of academic conduct which are essential to the learning environment. The following acts of academic dishonesty are among those which may lead to College disciplinary action or possible dismissal:

Plagiarism

Plagiarism is defined as submitting assignments, examinations, or other academic work which is not entirely the work of the student. This can include, but is not limited to, such practices as: quoting without giving proper credit to a source, expanding someone else's work without giving proper credit, adopting as one's own an actual document (including the copying of computer or other electronic media), directly using someone else's ideas rather than words without giving proper credit.

Cheating

Cheating is defined as submitting assignments, examinations, or other work which is based upon sources or activities forbidden by the instructor. Cheating includes the furnishing of materials to another person for purposes of aiding that person to cheat. When an unfair academic advantage is gained by a person through deception or other means, that action is defined as cheating.

Violation of Copyright

The unauthorized copying of copyrighted material, whether print or computer media, is unacceptable and is considered an act of academic dishonesty. Moreover, such practice is illegal and makes the violator subject to legal penalty.

Penalties

The following penalties may be applied in instances of academic dishonesty:

- A student caught in an act of academic dishonesty on an assignment may or will, at the discretion of the instructor, be assigned a grade of "F" for that assignment or for the entire course, regardless of the length of time the student has been in attendance.
- A student found to have committed an act of academic dishonesty may be dismissed from CCC. The length or time period of the dismissal will depend upon the nature of the offense and may be permanent.

Academic Progress

Notification

Students affected by the procedures in this section will be notified of academic probation and/or suspension on the semester grade reports which are sent to the student's last known address.

Students receiving financial aid are subject to Satisfactory Academic Procedures. For more information, see *Satisfactory Progress Policy for Financial Aid Recipients*.

Probation

A student will be placed on academic probation if the cumulative grade point average is less than 2.00.

Students should be aware that graduation requires a minimum grade point average of 2.00.

Students on academic probation may not take more than 12 credit hours per Fall or Spring semester (4 credit hours per summer session). Advisor approval is required prior to registration. A student placed on probation status has 2 regular (Fall and Spring) semesters to raise the cumulative grade point average to 2.00. If the minimum cumulative grade point average is not met at the end of 2 semesters, the student is placed on academic suspension.

Suspension

A student on academic probation for 2 regular (Fall and Spring) semesters who fails to raise the cumulative grade point average to the required minimum will be placed on academic suspension and barred from registration for the period of 1 regular (Fall and Spring) semester.

Re-Admission

An academically suspended student may apply for re-admission by submitting a petition for re-admission at least 1 month prior to the beginning of the semester or summer session for which the student seeks enrollment. The petition will be reviewed by the Registrar/Director for Admissions or designee.

The Registrar/Director for Admissions or designee may elect to approve the petition as submitted, to approve the petition with conditions (e.g., limited coursework, specific classes allowed, other classes denied, fresh start, etc.), to uphold suspension, or to take other action which is deemed in the best interest of the student. Re-admission may include a change in major, removal of grades, adjustment of cumulative grade point average, etc. If the student is readmitted, he/she will automatically be placed on academic probation.

Appeals

Students who desire to appeal a probation, suspension, or denial of re-admission decision must submit a letter detailing the basis of the appeal to the Registrar/Director for Admissions. The Student Appeals Committee will review the student's case and make a recommendation for action. The Registrar/Director for Admissions will communicate this decision to the student, who may appeal the Committee's recommendation to the Vice President for Educational Services or designee. The Vice President's decision is final.

Graduation Procedures

Application for Graduation

Students who believe they will be eligible to graduate with a CCC degree or certificate at the close of Fall semester must consult their academic advisor and submit an application for graduation no later than the first Monday of October. Summer and Spring semester applications for graduation must be completed no later than the first Monday of February. A choice of catalog must be declared at the time of application. All required documents, including official transcripts, must be submitted to Admissions and Records by the stated deadline for each session. A nonrefundable fee of \$15 for each certificate and \$25 for each degree is required to initiate a graduation check. The graduation application initiates the graduation check procedure, completed by Admissions and Records, to ensure that all requirements are met by the graduation semester.

College Reading Requirement

Students applying for graduation in an Associate Degree program must have demonstrated successful completion of the College Reading requirement by one of the following:

- College assessment,
- Successful completion of English 141- *Critical Reading* or
- "C" or above in a reading intensive course as identified in the College's General Education Core Curriculum (GECC) and/or Arizona General Education Curriculum (AGEC).

Commencement Ceremonies

Procedures for participation in commencement ceremonies will be announced the semester prior to the ceremony. Spring commencement will include students who have been awarded degrees the prior summer and Fall semesters and candidates for Spring degrees. Students requiring 6 or fewer credits to be eligible for graduation and will complete those credits during the summer session following the annual commencement ceremony may apply for graduation and participate in the commencement ceremony. Upon final degree clearance, an official College diploma or certificate will be issued.

Courses Numbered Below 100

Only students graduating with an Associate of General Studies Degree may count courses numbered below 100 toward graduation. A maximum of 12 credits may be completed in courses numbered below 100.

Graduation Requirements

The requirements to earn each CCC degree and certificate are detailed in the *Degrees and Certificates* section. Requirements are also summarized below. Degree and certificate-seeking students are advised to work closely with their academic advisor to ensure that they are making appropriate progress toward fulfilling graduation requirements.

Minimum CCC Hours

To graduate from CCC, a student must complete a minimum number of credit hours at CCC with a "C" or better.

- To earn an Associate of Arts, Associate of Business, Associate of Science, Associate of Applied Science, or Associate of General Studies Degree, the student must successfully complete at least 15 credit hours of CCC coursework applicable to the degree.
- To earn a certificate, the student must successfully complete at least one-third of the required credit hours in CCC coursework applicable to the certificate.

Minimum Grade Point Average

No student may graduate with a cumulative CCC grade point average of less than 2.00. Students completing a transfer degree (Associate of Arts, Associate of Business, or Associate of Science degree) must complete all courses with a grade of "C" or better.

S/U Grades

A maximum of 12 credits may be completed with a grade of "S" in applicable associate degree programs. No more than 3 credit hours of "S" may count for the certificate if the program allows.

Special Topics Courses – 298

A limited number of credits earned in Special Topics (298) courses may count toward meeting graduation requirements. Students should consult with their academic advisor prior to arranging for special topics courses.

Waiver or Substitution of Program Requirements

Students may request a substitution of graduation course requirements. Program substitution requests will be evaluated on a case-by-case basis as recommended by the academic advisor or other College officials, and approved by the *Division Chair* for the Flagstaff Campus or *Campus Dean* for the Page Campus.

Graduation with Honors

Students graduating with a degree who complete at least 30 credits at CCC, and whose grades qualify will be granted the following designations:

- Cum Laude 3.40 to 3.69 Cumulative CCC GPA
- Magna Cum Laude 3.70 to 3.89 Cumulative CCC GPA
- Summa Cum Laude 3.90 to 4.00 Cumulative CCC GPA

Students graduating with a certificate who complete at least 15 credits at CCC, and whose grades qualify will be granted the following designations:

- Honors 3.50 to 3.89 Cumulative GPA
- High Honors 3.90 to 4.00 Cumulative GPA

These designations will be shown on the student's diploma and on official transcripts.

Scholastic Honors

Students who complete at least 6 credits during a semester and whose grades qualify will be granted the following designations:

- Vice Presidents' List 6 or more credits per semester 3.50 to 3.99 Semester GPA
- President's List 6 or more credits per semester 4.00 Semester GPA

Second Degree Policy

Upon completion of an Associate of Arts, Associate of Business, Associate of Science, Associate of Applied Science, or Associate of General Studies degree from

CCC, a student who wishes to pursue an additional degree other than Associate of General Studies must meet the following criteria:

- Students must meet the requirements of that degree as outlined in the Catalog in effect at the time of initial enrollment in the new degree program.
- Students must complete a minimum of 24 credits beyond those previously earned in the awarded degree.
- Credits applied to the new degree must have been completed with grades of "C" or better.
- The Associate of General Studies will not be awarded as a second degree.

Student Rights & Responsibilities

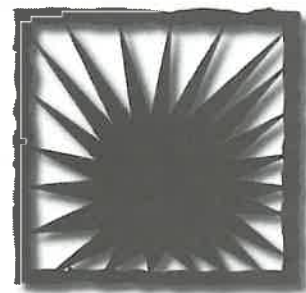
All students at Coconino Community College are considered to be responsible adults. Therefore, they are accountable for their own personal behavior. The College expects all students to obey local, state, and federal laws and conform to the College's standards of conduct. For more information on student complaint procedures and student rights and responsibilities, read the *Student Code of Conduct*. Copies of this document are available from the Dean for Student Services or from the web at www.coco.cc.az.us.

Listed below are the conducts which may lead to College disciplinary actions or possible dismissal:

1. Conviction of a crime or continued misconduct of any type that is an infraction of the established laws of the city, county, state or nation.
2. Possession, use, solicitation, or distribution of intoxicating liquors, narcotics, controlled substances or illegal drugs on College-owned or controlled property.
3. Theft or conversion of College-owned or personal property, possession of stolen property, or unauthorized entry into College-owned or controlled property.
4. Malicious destruction of College or personal property.
5. Endangering or threatening the life or physical safety of others or self, including detention or physical abuse of any person.
6. Failure to meet financial obligations to the College.
7. Falsification, misuse, or forgery of College records or documents including the Student ID card.
8. Knowingly furnishing false or incomplete information to the College or to a College representative or official in response to an authorized request including legitimate request by an identified College official that a person identify him/herself.
9. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on College-owned or controlled property except as expressly authorized by the law or by institutional regulation.
10. Behavior which interferes with the orderly functioning of the College, interferes with an individual's pursuit of an education, or disputes the learning environment on College-owned or controlled property or during an authorized College class, field trip, seminar, or other meeting, or College-related activity on or off College property.

To obtain a copy of the entire Student Code of Conduct, contact the Dean for Student Services or go to the college's web site at www.coco.cc.az.us.

College Compliances



Ability to Benefit

According to the Higher Education Technical Amendments of 1991 (Pub. L. 102-26, enacted on April 9, 1991), individuals who have not earned a high school diploma, a GED, or are in the process of earning a GED must successfully take an independently approved examination to qualify for Title IV financial aid funds. For information contact Financial Aid Services.

Americans with Disabilities Act (ADA)

Coconino Community College maintains programs, policies and procedures which are required under the provisions of the Americans With Disabilities Act (ADA) which establishes a clear, comprehensive federal prohibition of discrimination against persons with disabilities. The College ensures compliance with applicable building standards for existing, new and remodeled owned structures, development of standards of compliance for non-owned structures, support for an ongoing process of reasonable accommodation to applicants, employees, students and the general public using or seeking to use College facilities and services.

The College prohibits discrimination against a qualified individual with a disability in regard to admissions, registration, access to instruction, hiring, compensation, advancement, training, and other terms or conditions of employment and termination. The College provides a reasonable accommodation to the known physical or mental limitation of a qualified applicant or employee with a disability unless it can show that the accommodation would impose an undue hardship on the College.

Carl Perkins Vocational Education Act

Coconino Community College receives grant funding under the federal Carl Perkins Vocational Education Act to improve vocational education programs and to ensure the full participation of individuals who are members of special populations in vocational education programs. Special populations in the Act are defined as individuals with disabilities, educationally and/or economically disadvantaged individuals, people with limited English proficiency, and individuals in nontraditional vocational programs for their gender. CCC provides to special populations equal access to the full range of vocational programs and services, the same as that provided for individuals who are not members of special populations.

Drug Free College

Coconino Community College is committed to the Drug Free Schools and Communities Act Amendments of 1989 specified by Public Law 101-226, as demonstrated in the College Drug and Alcohol Free Workplace policy and procedures which ensure that employees and students comply with federal and state regulations regarding a drug and alcohol free workplace/educational environment.

The College regulations prohibit the manufacture, possession, distribution or use of alcohol or a controlled

substance by students, employees and campus guests in the workplace and facilities owned or leased by the College.

No employee or student who is under the influence of or has recently used alcohol and/or a controlled substance to the extent of causing major impairment of job or academic performance or disruptive behavior will be allowed to work or attend CCC classes and/or functions. Employees and students will be provided a description of the applicable legal sanctions under local, state and federal law for unlawful possession, distribution or use of alcohol or illicit drugs.

Compliance with the policy is a condition of employment and continued active student status. Employees and students are required to report violations to appropriate College authorities.

The College will assist employees and students with appropriate referral and information concerning drug and alcohol education.

Holidays

Coconino Community College observes certain holidays and vacation periods which are detailed in each semester's *Schedule of Classes*. The College conducts classes in a variety of sites throughout Coconino County including local public school facilities. The College endeavors to follow the holiday schedule and vacation periods of the local school district to ensure access to facilities and reduce schedule conflicts for students. In general, no classes are taught on the following district-wide holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, a Fall mid-semester holiday, Thanksgiving Day, and Christmas Day. Scheduled vacations may vary with site and local school calendars but generally includes a Winter Break beginning just prior to Christmas Day and a Spring Break in March or April.

Religious Holidays

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the College. The student will be required to make up any work missed. Absences for such holidays shall not count against the number of absences allowed by an instructor. At least 1 week prior to the holiday, students shall submit to their instructor(s) a written statement which contains the date of the holiday and the reason class attendance is not possible.

Sexual Harassment

Coconino Community College is committed to maintaining a work and educational environment free of discriminatory intimidation and sexual harassment.

All persons associated with CCC including, but not limited to, the District Governing Board, the administration, faculty, staff, students, and members of the public

will provide an environment free from sexual harassment and discrimination. Any person who engages in sexual harassment and/or discrimination against others on the basis of race, gender, religion, color, national origin, age, disability or Veteran status while acting as a member of the College community or while on College property will be in violation of the College policy. Inquiries regarding the policy or the filing of a complaint should be directed to the Director for Human Resources.

Student Conduct

Certain conduct on the part of students is inconsistent with the learning environment, and student conduct is subject to standards set by Coconino Community College. Conduct which may lead to College disciplinary action or possible dismissal is detailed in the Student Code of Conduct. Copies of this document are available from the Dean for Student Services or from the web at www.coco.cc.az.us.

Student Complaints

Complaints and grievance by students and other constituents are addressed through various college policies and procedures and administrative offices. The College is obligated by the North Central Accreditation office to keep a record of most formal complaints. Student grievance procedures are included in the *Student Code of Conduct*, available from the Dean for Student Services or on the web at www.coco.cc.az.us. The privacy of the parties involved is protected.

Title	Name	Extension
College President	Dr. David Williams	203
Dean for Student Services	Terree Duncan	213
Director for Human Resources	Vacant	204
Vice President for Administrative Support	Jami Bradley	209
Vice President for Educational Services	Dr. Daniel T. Fishco	224

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Student Right-To-Know and Campus Security Act

Coconino Community College is in compliance with Public Law 101-542, the Student Right-to-Know and Campus Security Act (as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991).

The *Crime Awareness and Campus Security Act of 1990* requires that colleges collect, prepare, and publish information related to crime and campus security and distribute it to all current students and employees, and to any applicant for enrollment or employment, upon request.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean, Division Chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right of a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the District Governing Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coconino Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Directory Information

Coconino Community College designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The College may disclose any of those items without prior consent, unless notified in writing to the contrary prior to or by the first day of classes each semester.

Degrees and Certificates

Associate of Arts Degree

The Associate of Arts Degree is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-A, AGEC-B or AGEC-S). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study.

Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

Associate of Business Degree

The Associate of Business is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-B). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study.

Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

Associate of Science Degree

The Associate of Science Degree is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade

of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-S). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study.

Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

Associate of Applied Science Degree

The Associate of Applied Science Degree prepares students for entry-level employment or upgrades skills of students already employed. This degree requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. A minimum of 25 of these credit hours must be completed in the General Education Core Curriculum with a grade of "C" or better.

Courses numbered below 100 and courses taken for S/U credit will not be counted toward this degree. This degree is not intended for transfer to a university, although some courses may be accepted for transfer by universities.

Associate of General Studies Degree

The Associate of General Studies Degree is designed for students who wish to broaden their knowledge, but have no university major or vocational goal in mind. This degree requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. Students must complete a minimum of 24 credit hours of general education courses but are otherwise free to explore other areas of interest. A maximum of 12 credit hours may be completed in courses numbered below 100. This degree is not recommended for students planning to transfer to a university. The A.G.S. Degree is intended as an alternative degree which recognizes the mission of the community college that education is a lifelong process.

Certificate Programs

Certificate programs are designed to improve existing skills or to prepare students for entry-level employment. Certificates are awarded after successful completion of a series of specific courses in vocational areas on three levels: Basic, 1-15 credit hours; Intermediate, 16-25 credit hours; and Advanced, 26 or more credit hours. Certificates require a cumulative CCC grade point average of 2.00 or higher. Some certificate programs and/or credit hours may be applied toward other certificates and/or an Associate of Applied Science degree.

Glossary of College Terms

Academic Year

Thirty-two weeks from Fall semester through Spring semester

Add/Drop

Officially changing a student's schedule. Advisor approval is required in selected courses and/or due to admission status requirements.

Admission

The formal process of applying to attend college.

Admission Status

The category (high school graduate, mature student, special student, etc.) under which the student falls in order to start college.

Advisor

A faculty or staff member assisting a student in class selection, planning a college schedule or choosing a major.

AGEC

Arizona General Education Curriculum. AGECC is a 35-credit block of lower division general education curriculum that fulfills the lower division general education requirements at any Arizona state community college or university.

Audit

Enrollment in a college class without having to turn in class work or take examinations. Students will receive no college credits for completion of the course.

Catalog

The official information of the college listing regulations, requirements and procedures of the college as well as general information, admissions information, financial information and academic programs. It is updated once a year and is available in hardcopy and on the web at www.coco.cc.az.us.

Class Schedule

A listing of all classes available for the coming semester, including days and times of class meetings, name of instructor, building and room, and other registration information.

Concurrent enrollment

Taking CCC courses while being enrolled at another institution at the same time (e.g. high school, Northern Arizona University)

Consent of Instructor

The instructor's permission is required prior to enrollment in some classes. This requirement will be listed as an option for a prerequisite for taking the class. You will see this in some course descriptions in the catalog.

Consortium Agreement

A program which allows a student to benefit from federal and state funds while concurrently attending 2 educational institutions. The institutions are defined as parent (the one disbursing the funds), and non-parent (another institution approved by the parent institution).

Co-requisite

Concurrent enrollment in a specified class.

Core Curriculum

A specific group of courses required to obtain a particular certificate or degree.

Course Number

Identifies the level of the class; for example, ENG 101 is the first level of English while ENG 102 is the next level.

Credit Hour

The unit of credit received upon completion of a course. CCC is on a semester calendar; Therefore, all credits earned are semester credits.

Curriculum

The approved courses required for a degree or certificate.

Degree Program

A prescribed set of courses that must be completed to earn a degree in a specific field.

Domicile

Legal residence for purposes of tuition payment.

Elective

A course that may be selected from an area of interest to the student.

Faculty

The instructors at the College.

Fees

Money charged in addition to tuition, at time of registration. These fees may cover lab expenses, class materials, and/or other additional costs to the class.

Financial Aid

Grant, workstudy and scholarship funds received by students to assist in meeting college expenses.

Full-Time Student

A student who is enrolled for 12 or more credit hours during a regular semester.

Grade Point Average (GPA)

The GPA is calculated as follows, where A=4, B=3, C=2, D=1, F=0: multiply the number of credits by the points assigned to the letter grade for each class (e.g., 4 grade points ("A") x 3 credits = 12, 3 grade points ("B") x 3 credits = 9), add the total points (e.f., 12 + 9 = 21), and divide by the total number of credits (e.g., 21/6 = 3.5 = "B+" average).

Grades

The system used for evaluating a student's progress in meeting the requirements of a class.

Major

The chosen field of study.

Part-time Student

A student taking fewer than 12 credit hours during a regular semester.

Placement Testing

Used to determine the student's level in math, English and reading. Placement tests must be taken before a student can enroll in math and English classes if the student has not taken ACT or SAT.

Prerequisite

A course or condition that must be completed in order to take a certain class.

Registration

The official process of enrollment in classes.

Residency

The state of legal residence.

Special Requirements for the TGECC or the AGECC

Both the TGECC and the AGECC have Special Requirements that have to be completed. The Special Requirement areas are: 1.) Intensive Writing/Critical Thinking, 2.) Ethnic/Race/Gender Awareness, 3.) Contemporary Global/International Awareness or Historical Awareness.

TGECC

Transfer General Education Core Curriculum. TGECC is a 41-credit lower division general education coursework that meets the general education requirements at any Arizona state community college. See also AGECC.

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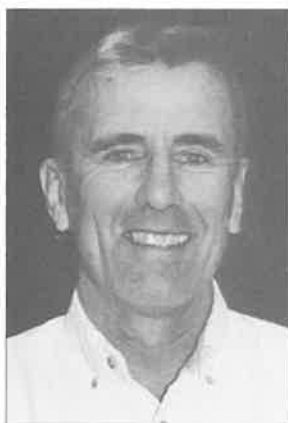
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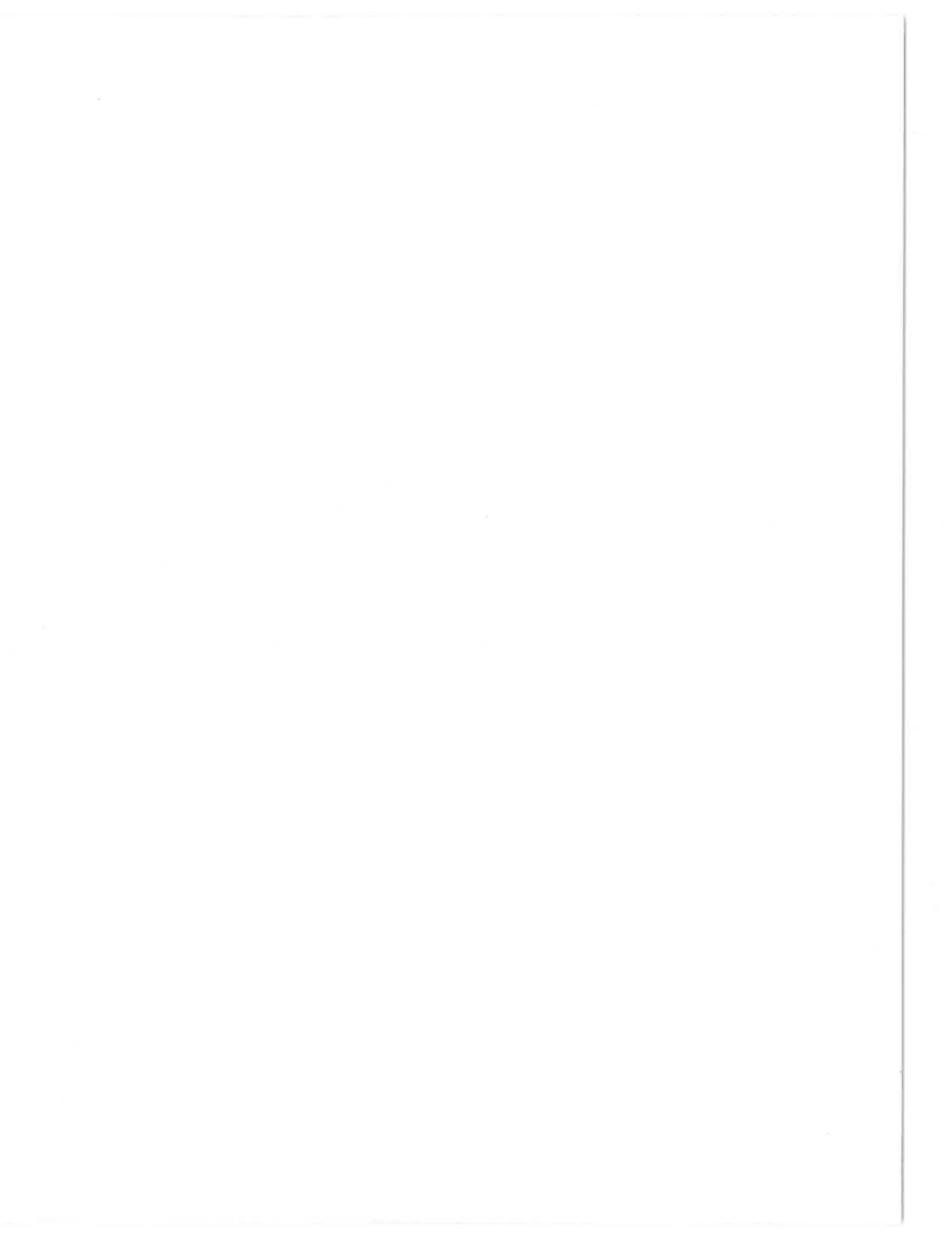
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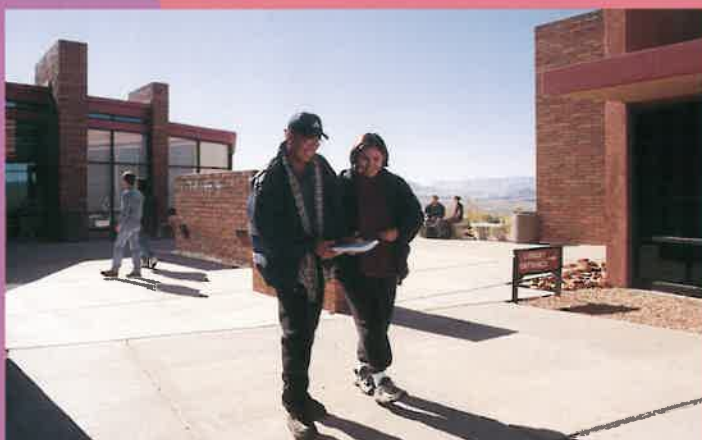
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